# PHILIPPINE NATIONAL POLICE
# EXTERNAL AND INTERNAL SERVICES
# HANDBOOK

## CITIZEN'S CHARTER
## 2025 (2nd Edition)

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# CITIZEN'S CHARTER
# 2025 (2nd Edition)

## I. Mandate

Republic Act (RA) No. 6975 entitled: An Act Establishing the Philippine National Police (PNP) under a reorganized Department of the Interior and Local Government and Other Purposes as amended by RA 8551 PNP Reform and Reorganization Act of 1998 and further amended by RA 9708.

## II. Vision

Imploring the aid of the Almighty, by 2030, We shall be a highly capable, effective, and credible police service working in partnership with a responsive community towards the attainment of a safer place to live, work, and do business.

## III. Mission

The PNP shall enforce the law, prevent and control crimes, maintain peace and order, and ensure public safety and internal security with the active support of the community.

## IV. Service Pledge

Anchored on the provisions set forth by the Philippine Constitution, through the enactment of Republic Act No. 6975, we, the personnel of the Philippine National Police, by this solemn Oath, embody our philosophy of “Service, Honor and Justice” in every public safety initiative we deem important to address the diverse concerns of the Filipino people. As a law enforcement agency, we shall indulge ourselves to promote and reflect on our core values whilst upholding the vision and mission of the police organization.

Likewise, we adhere to Republic Act No. 11032 entitled, “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” by implementing measures to foster apt, convenient, innovative, and client-friendly process flow of various frontline services offered by the agency within the specified processing time. In doing so, we guarantee less rigid transactions and flexible payment options to guarantee customer satisfaction that will elicit feedback for further service improvement.

Thereafter, we shall realize our end goal of empowering a police-community partnership that is responsive and resilient toward the joint pursuit of attaining a safer Philippines to live, work, and do business

Republic of the Philippines
NATIONAL POLICE COMMISSION
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**
**OFFICE OF THE CHIEF, PNP**
Camp BGen Rafael T Crame, Quezon City

# MESSAGE

I extend my warmest greetings to the Philippine National Police (PNP) community on the release of the PNP Citizen's Charter Manual for Fiscal Year 2025 in compliance with Republic Act (RA) No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

As we upload our commitment to excellence and public service, the PNP continues to prioritize transparency, efficiency, and citizen-centricity. The Citizen's Charter underscores our dedication to providing accessible, responsive, and quality services to the Filipino people.

This manual not only outlines the rights and responsibilities of our citizens but also serves as a guide for our personnel to maintain the highest standards of professionalism and integrity. By adhering to the principles of the Charter, we aim to build public trust, promote cooperation, and strengthen the relationship between the PNP and the communities we serve.

As we move forward, let us embrace the spirit of RA No. 11032 and utilize this manual as a tool for continuous improvement in our service delivery. I commend the PNP Citizen's Charter team and all contributors for their efforts in creating this invaluable document.

May the Citizen's Charter Manual for FY 2025 inspire and guide us as we strive for a safer, more secure, and prosperous Philippines.

Mabuhay ang Philippine National Police!

**ROMMEL FRANCISCO D MARBIL**
Police General
Chief, PNP

BAGONG PILIPINAS

Management System ISO 9001:2015

*"Sa Bagong Pilipinas, Ang Gusto ng Pulis, Ligtas Ka!*

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# National Headquarters

## External and Internal Services

## DIRECTORATE FOR INTELLIGENCE (DI)

### 1. PNP DI Clearance

Issuance of DI Clearance to all concerned citizens for various purposes like employment, business transactions, and international travel. Serves as verification to applicants that they have no any criminal or negative records.

| | |
|---|---|
| **Office:** | **Counter Intelligence and Security Division, Directorate for Intelligence** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen)<br>G2G (Government to Government)<br>G2B (Government to Business) |
| **Who may avail:** | All Citizens of Legal Age |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **1. One (1) valid government - issued ID and one (1) photocopy of the government-issued valid ID of any the following:**<br>1.1 Unified Multi-purpose ID (UMID)<br>1.2 Social Security System (SSS) ID<br>1.3 Driver's License<br>1.4 Professional Regulation Commission ID<br>1.5 TIN ID<br>1.6 Voters ID<br>1.7 Philippine National ID (PhilSys ID)<br>1.8 Phil-health ID<br>1.9 Philippine Postal ID<br>1.10 Senior Citizen ID<br>1.11 Person's with Disability (PWD) ID | **Issuing Government Agency:**<br>- Government Service Insurance System<br>- Social Security System (SSS)<br>- Land Transportation Office (LTO)<br>- Professional Regulation Commission Office (PRC)<br>- Bureau of Internal Revenue (BIR)<br>- Commission on Election (COMELEC)<br>- Philippine Statistics Authority (PSA)<br>- PhilHealth Office<br>- Philippine Postal Office (PhilPost)<br>- Office for Senior Citizens Affairs (OSCA)<br>- Persons with Disability Affairs Office (PDAO) or the City/Municipal Social Welfare and Development Office (C/MSWDO) |
| **2. Supplementary Documents**: (for applicants who are found to have derogatory record)<br>2.1 One (1) Latest National Police Clearance; and/or<br>2.2 One (1) Latest National Bureau of Investigation Clearance | **Issuing Government Agency:**<br>- **National Police Clearance (NPC):** https://pnpclearance.ph/<br>- **National Bureau of Investigation (NBI):** https://nbiclearance-online.com/ |

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|---|---|---|---|---|
| **3. One (1) Duly accomplished application information form (CSD-ODI Form 1)** | | - Downloadable CSD-ODI Form at the PNP Website (**www.pnp.gov.ph/ downloadable forms**)<br>- DI Clearance Main Office, Gate 2, Camp BGen Rafael T Crame, Quezon City | | |
| **4. Original Official Receipt from Finance Service**<br>- Php 80.00 per DI Clearance copy<br>- One (1) receipt per purpose | | **PNP Finance Service 14 Collection Office**<br>- Near pedestrian Entrance, Gate 2 of Camp BGen Rafael T Crame, Quezon City | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the following at DI Clearance window:<br><br>a. Accomplished Application Information Form (CSD-ODI Form 1);<br>b. Official Receipt; and<br>c. Any valid government-issued ID.<br>d. Photocopy of the valid government-issued ID. | 1.1. Receives and reviews correctness and completeness of accomplished Application Information Form and validity of ID | None | 2 minutes | Encoder, DI Clearance Section |
| | 1.2. Takes a digital photo of the applicant. | None | 2 minutes | Photographer, DI Clearance Section |
| | 1.3. Encodes and process applicant's information to the system. | None | 3 minutes | Encoder, DI Clearance Section |
| | 1.4. Prints DI Clearance Certificate | None | 2 minutes | |
| 2. Receive and review your information on your DI Clearance before leaving the window. (**Reminder**: Affix signature and thumb mark on the DI Clearance.) | 2. Releases the DI Clearance | None | 1 minute | Encoder, DI Clearance Section |
| | **TOTAL** | **Php 80.00** | **10 minutes** | (Php 80.00 - Paid in PNP Finance Service 14 Collection Office) |

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send a feedback | Fill - out DI Clearance Customer Satisfaction Monitoring Survey (back of CSD-ODI Form 1) |
| How feedback is processed | Feedbacks are recorded, analyzed and provided with appropriate measures to improve the service. |
| How to file a complaint | Talk to the Chief, Clearance Section, CSD, DI. Send complaint to email address: csd.di@pnp.gov.ph |
| How complaints are processed | Your written/verbal complaints shall immediately be attended by the head of this office (Chief, Clearance Section, CSD, DI). |
| Contact Information:<br>Anti-Red Tape Authority (ARTA)<br>Contact Center ng Bayan (CCB) Presidential Complaint Center (PCC) | ARTA: info@arta.gov.ph or complaints@arta.gov.ph<br>Tel, Nos, 8478-5091, 8478-5093<br>CCB: SMS at 0908-881-6565 or by email at email@contactcenterngbayan.gov.ph<br>PCC: 8888 or Tel No.: 8249-8310 loc. 8212 or by email at 8888complaint@op.gov.ph or 8888.gov.ph |

**PERMIT TO CARRY FIREARMS OUTSIDE OF RESIDENCE (PTCFOR) SECRETARIAT OFFICE**

## 1. Issuance of Permit to Carry Firearms Outside of Residence Card

The Permit to Carry Firearms Outside of Residence (PTCFOR) shall be issued by the Chief, PNP or his/her duly authorized representative to a licensed citizen whose life is under actual threat or in imminent danger due to the nature of his/her profession, occupation, or business.

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| **Office/Division:** | Office of the Chief, PNP - Permit to Carry Firearms Outside of Residence Secretariat |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business |
| **Who may avail:** | Any licensed citizen whose life is under actual threat or in imminent danger. |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **General Requirements** | |
| 1. Permit to Carry Firearms Outside of Residence Application Form (1 original copy and duly notarized) | Permit to Carry Firearms Outside of Residence Secretariat Office or download at pnp.gov.ph and Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |
| 2. License to Own and Process Firearm Certification or Identity Document (1 certified true copy) | PNP Firearms and Explosives Office or download at feo-system.com |
| 3. Firearm Registration Certificate or Identity Document (1 certified true copy) | PNP Firearms and Explosives Office or download at feo-system.com |
| 4. Threat Assessment Certificate – should not be more than six months from the date of issuance (1 original copy) | Intelligence Unit of the PNP nearest to the applicant's residence preferably issued by the Regional Intelligence Division of Police Regional Office |
| 5. National Police Clearance – if License to Own and Process Firearm Certification is one year or more from date of issuance (1 original copy) | PNP National Police Clearance System (NPCS) (www.pnpclearance.ph) |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 6. Drug Test Result- if License to Own and Process Firearm Certification is one year or more from date of issuance (1 original copy) | PNP Forensic Group or any Department of Health - accredited and authorized drug testing laboratory or clinic |
| **Additional Requirements for Each Classification of a Licensed Citizen:** | |
| **a. Law Enforcement Agencies (LEAs) - Active Members** | |

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| 1. Appointment/Enlistment Order (1 certified true copy) | Office/Agency of the Applicant |
| 2. Duty Status (1 original copy) | Office/Agency of the Applicant |
| 3. Non-pending Case Certificate (1 original copy) | Office/Agency of the Applicant |
| 4. National Law Enforcement Coordinating Committee Secretariat (1 original copy of certification) | National Law Enforcement Coordinating Committee Secretariat, Directorate for Operations, Philippine National Police |
| 5. Agency Identification Card (1 certified true copy) | Office/Agency of the Applicant |
| **b. Law Enforcement Agency - Retired Members** | |
| 1. Retirement Order (1 certified true copy) | Office/Agency of the Applicant |
| 2. Retiree Identification Card (1 certified true copy) | Office/Agency of the Applicant |
| **c. Government Employees (Active)** | |
| 1. Appointment Order (Civil Service Form No. 33-A) (1 certified true copy) | Human Resource/Personnel Department/Office of the Government Employee |
| 2. Updated Duty Status/Certificate of Employment (1 original copy) | Human Resource/Personnel Department/Office of the Government Employee |
| 3. Office Identification Card (1 certified true copy) | Human Resource/Personnel Department/Office of the Government Employee |
| **d. Government Employees (Retired)** | |
| 1. Retirement Order (1 certified true copy) | Office/Agency of the Applicant |
| 2. Retiree Identification Card (1 certified true copy) | Office/Agency of the Applicant |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| **e. Incumbent Elected Officials** | |
| 1. Oath of Office (1 certified true copy) | Government Office/Agency of the officer administering the oath |
| 2. Office Identification Card (1 certified true copy) | Administrative Office of the elected official |
| **f. Former Elected Officials** | |
| 1. Oath of Office of the most recent incumbency (1 certified true copy) | Government Office/Agency of the officer administering the oath |

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| 2. Government-issued Identification Card (1 certified true copy) | Bureau of Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Authority, Land Transportation Office, Social Security System, Government Service Insurance System, Commission on Elections, Professional Regulatory Commission |
| **g. Senior Citizen** | |
| 1. Office Identification Card (1 certified true copy) | Office of the Senior Citizens Affairs |
| **h. Active Military Reservists** | |
| 1. Annual Active Duty Training (1 certified true copy) | Armed Forces of the Philippines Reserve Command |
| 2. J9 Clearance (1 original copy) | Office of the Deputy Chief of Staff for Reservist and Retiree Affairs, J9, Armed Forces of the Philippines |
| 3. Reservist Identification Card (1 certified true copy) | Armed Forces of the Philippines |
| **i. Businessman** | |
| 1. Business Documents: Securities and Exchange Commission/Department of Trade and Industry (1 certified true copy) | Securities and Exchange Commission and Department of Trade and Industry |
| 2. Business Permit (1 certified true copy) | Mayor's Office |
| 3. Recent Income Tax Return (ITR) with Receipt of Payment (1 certified true copy) | Bureau of Internal Revenue |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 4. Government-issued Identification Card (1 certified true copy) | Bureau of Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Authority, Land Transportation Office, Social Security System, Government Service Insurance System, Commission on Elections, Professional Regulatory Commission |
| **j. Civilian** | |
| 1. Government-issued Identification Card (1 certified true copy) | Bureau of Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Authority, Land Transportation Office, Social Security System, Government Service Insurance System, Commission on Elections, Professional Regulatory Commission |

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| **k. Religious Leaders** | |
| 1. Certificate of Ordination (1 certified true copy) | Appropriate issuing office of recognized religious organizations |
| 2. Government-issued Identification Card (1 certified true copy) | Bureau of Internal Revenue, Post Office, Department of Foreign Affairs, Philippine Statistics Authority, Land Transportation Office, Social Security System, Government Service Insurance System, Commission on Elections, Professional Regulatory Commission |
| **Note: Exempted from Submission of Threat Assessment** | |
| 1. Members of the Philippine Bar (Integrated Bar of the Philippines Identification Card (1 certified true copy); | Integrated Bar of the Philippines |
| 2. Certified Public Accountants (Professional Regulation Commission Identification Card) (1 certified true copy); | Professional Regulation Commission |
| 3. Accredited Media Practitioners from recognized media institutions (Kapisanan ng mga Brodkaster ng Pilipinas Identification Card) (1 certified true copy); | Kapisanan ng mga Broadkaster ng Pilipinas |
| 4. Cashiers, Bank Tellers (Certificate of Employment and Company ID) (1 certified true copy); | Office/Company of the Applicant |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 5. Priests, Ministers, Rabbi, Imams (Certificate of Ordination) (1 certified true copy); | Appropriate issuing office of recognized religious organizations |
| 6. Physicians, Dentists, and Nurses (Professional Regulation Commission Identification Card) (1 certified true copy); | Professional Regulation Commission |
| 7. Engineers (Professional Regulation Commission Identification Card (1 certified true copy); | Professional Regulation Commission |

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| 8. Businessmen (Business Documents) (1 certified true copy); | Securities and Exchange Commission, Department of Trade and Industry, Mayor's Office, Bureau of Internal Revenue |
| 9. Active members of Law Enforcement Agency (Appointment Order/ Enlistment, Duty Status, Non-pending Case, Agency Identification Card) (1 certified true copy); | Office/Agency of Applicant |
| 10. Retired members of Law Enforcement Agency (Retirement Order and Retiree's Identification Card) (1 certified true copy); and | Office/Agency of Applicant |
| 11. Incumbent and former elected officials from City/Municipal Chief Executive up to the highest elective position (Oath of Office and Agency Identification Card) (1 certified true copy) | Government agency/Office of the officer administering the oath<br><br>Administrative office of the elected official |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the duly filled-out and notarized application form and other documentary requirements to Receiving and Evaluation Section. | 1.1 Check the completeness of the application/ documentary requirements. | None | 30 Minutes | Chief, Receiving and Evaluation Section, PTCFOR Secretariat |
| | 1.2 Verify and check the authenticity and validity of the documents through the online PTCFOR System database. | None | 30 Minutes | Chief, Verification Section, PTCFOR Secretariat |
| | 1.3 Approval and signature and issuance of order of payment. | None | 20 Minutes | Chief, PTCFOR Secretariat<br><br>Chief, PNP Office of the Chief, PNP |
| | 1.4 Encoding and scanning of applicant's | None | 20 Minutes | Chief, Encoding Section, PTCFOR |

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| | data/documents in the PTCFOR System. | | | Secretariat |
| | 1.5 Printing of PTCFOR ID Card. | None | 10 Minutes | Chief, Printing Section PTCFOR Secretariat |
| 2. Pay for the corresponding fees at the Collection, Finance Service and receive the PTCFOR card. | 2.1 Issue the Order of Payment. | Card fee PHP200.00<br><br>PTCFOR application fee PHP12,000.00 | 10 Minutes | Chief, Finance and Releasing Section, PTCFOR Secretariat |
| | 2.2 Releasing of the PTCFOR | None | 10 Minutes | Chief, Releasing Section, |
| | card upon presenting the Official Receipt and/or Special Bank Receipt as proof of payment. | | | PTCFOR Secretariat |
| | **Total** | ***PHP12,200.00** | **2 Hours and 10 Minutes** | |

* All government employees, retirees from government service, military reservists, and senior citizens shall only pay the PTCFOR card fee of Php200.00. They are not required to pay the PTCFOR Application fee of Php12,000.00.

*Service is covered under R.A. No. 11766, otherwise known as “An Act Fixing the Validity Period of the License to Own and Posses, Registration, and Permit to Carry Firearms Outside of Residence or Place of Business, Amending for the Purpose Sections 7 And 19 of Republic Act No. 10591, otherwise known as the "Comprehensive Firearms And Ammunition Regulation Act"; and NAPOLCOM Resolution No. 2023-1702 “Approving the Revised Schedule Fees for License to Own and Possess Firearms (LTOPF), Firearms Registration (FR), and Permit to Carry Firearms Outside of Residence (PTCFOR) and other fees”.

## FEEDBACK AND COMPLAINTS MECHANISM

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send a feedback | Answer the client feedback form and drop it at the designated drop box in front of the PTCFOR Secretariat office or scan the QR Code.<br><br>Contact info: 0935-208-6115 / 7230401 local 7431 / ptcforsec@pnp.gov.ph /<br><br>Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |
| How feedback is processed | The Chief Clerk checks the drop box every Friday and compiles all the feedbacks received. All information gathered from the customers' feedback will be evaluated and consolidated. If the feedback requires an answer, the Secretariat will send a reply to the customer concerned through his/her address and phone number provided.<br><br>For received calls or messages sent via phone numbers, the Secretariat shall give an answer upon call or message.<br><br>For feedbacks received via email, the Secretariat shall respond using the email address provided.<br><br>For feedbacks received through Facebook page, the Secretariat shall reply through comments or private messages.<br><br>For inquiries and follow-ups, clients may contact the following telephone number: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |
| How to file a complaint | Answer the Customer's Complaint Form and drop it at the designated drop box in front of the office. Complaints can also be filed via telephone, email or Facebook page. Make sure to provide the following information: Name of person being complained; |

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| | Incident; Date and Time; and Evidence (if any).<br><br>For inquiries and follow-ups, clients may contact the following telephone numbers: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |
| How complaints are processed | Upon receipt of the complaint, the Chief, Clerk will evaluate the same for proper disposition and will inform the client of the status of his/her complaint and the actions taken.<br><br>For inquiries and follow-ups, clients may contact the following telephone number: 0935-208-6115 / 7230401 local 7431 or email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |
| Contact Information of CCB, PCC, ARTA | ARTA: complaints@arta.gov.ph<br>:1-ARTA (2182)<br>PCC : 8888<br>CCB : 0908-881-6565 (SMS) |

**List of Office**

| Office | Address | Contact Information |
|---|---|---|
| Permit to Carry Firearms Outside of Residence (PTCFOR) Secretariat | Office of the Chief, PNP PTCFOR Secretariat Building, Camp BGen Rafael T Crame, Quezon City | For inquiries and follow-ups, clients may contact the following telephone numbers: 0935-208-6115 / 7230401 local 7431 /email: ptcforsec@pnp.gov.ph / Facebook Page: Permit to Carry Firearms Outside of Residence Secretariat |

**FORENSIC GROUP (FG)**

**Deoxyribonucleic Acid (DNA) Laboratory Division**

**1. DNA Examination (Non-Criminal)**

Provides the highest quality of forensic services that meet customer needs by providing highly reliable, timely and accurate scientific analysis of evidential material and court testimonies.

Samples collected from interested individuals are subjected to DNA examination to establish biological relationship.

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| **Office or Division:** | Deoxyribonucleic Acid Laboratory Division |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | PNP, other investigative agencies and civilians |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request or Court Order (3 original copies) | Requesting Party/Concerned Court of Law |
| 2. Proof of Identification of the requestor/requesting party who will undergo DNA examination (Paternity Test):<br>• Any government-issued ID (1 photocopy); and<br>• Birth Certificate and/or other valid pertinent documents relative to the child's identity (for minors) (1 Original Copy) | Requesting Party/concerned individuals |
| 3. Proof of payment from any Land Bank Branch:<br>• Special Bank Receipt (SBR) (1 Photocopy); and<br>• Land Bank validated Order of Payment (1 Photocopy); | • Land Bank of the Philippines; and<br>• Issued by DNA Laboratory Division/validated by LBP |
| 4. Accomplished Consent Form (FGF-NHQ-DLD-03) (1 Original Copy) | • Form will be provided by this office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit a Letter Request to the | 1.1 Assess the validity | | | Client; and DLD Duty receiving officer of |

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| DNA Laboratory Division. | and completeness of documentary requirements.<br>1.2 Receive the Letter Request<br>1.3 Issue an Order of Payment.<br>1.4 Record and assign Case Number | NONE | 60 minutes | the Admin Section (name of duty personnel reflected at the DLD receiving area in reference to the approved DLD Duty Detail) |
| 2. Pay the necessary fee at the nearest Land Bank of the Philippines (LPB) branch. | LBP is an entity outside the PNP organization (work time is not included). | None | None | Action Officer, LBP |
| 3. Present the Special Bank Receipt to receiving duty | Receive the photocopy of LBP-issued Special Bank Receipt. | None | 5 minutes | Client; Records Custodian, and DNA Laboratory Division (DLD) Duty Receiving Personnel of the day |
| 4. Require the concerned individuals to fill out the Consent Form (FGF-NHQ-DLD-03) | 4.1 Assist the client; and<br>4.2 Check the completeness of the data entry | None | 20 minutes | Client; and DNA Laboratory Division<br>(DLD) Duty<br>Receiving Personnel and Specimen Collector of the day |
| 5.Conduct specimen collection from the subject individuals. | 5.1 Explain the process to the client;<br>5.2 Collect biological specimens for analysis. | None | 20 minutes | Client; C, DLD/DLD Staff and DLD duty specimen collector<br>of the day (ref. DLD<br>duty detail) |
| 6.DNA Examination Process | 6.1 Conduct DNA examination.<br>6.2 Analyze and interpret | None | Thirty (30) working days from the start of the DNA | Designated DNA Analyst of the case. |

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| | the result of DNA examination.<br><br>6.3 Prepare, encode, review, print, and sign the DNA Laboratory Report. | | examination process. | |
| 7.Approval and notation of the Laboratory Report | Sign the DNA Laboratory Report | None | 1 day | C, DLD,<br><br>Director, FG or his authorized<br><br>representative. |
| 8. Client or his/her authorized representative to present the copy of stamped letter request to claim the DNA Laboratory Report. | Release the DNA Laboratory Report. | None | 20 minutes | DLD Records Custodians. |
| **TOTAL:** | | **PHP 20,000 per specimen** | **30 days, 1 day, and 26 minutes (DNA Examiner Manual 2nd Edition 2021)** | |

**PHYSICAL IDENTIFICATION DIVISION**

**1. Processing and Issuance of Macro-Etching Certificate**

The Macro-etching Certificate is an essential requirement for individuals or entities applying for a Philippine National Police Motor Vehicle Clearance Certificate (PNP MVCC). The service involves the conduct of macro-etching examination on the chassis and engine numbers of motor vehicles as part of the verification and authentication process for the issuance of PNP Motor Vehicle Clearance Certificate.

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| **Office or Division:** | Physical Identification Division – Macro-Etching Stations (PID-MES) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen, |

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|---|---|
| | G2G – Government to Government |
| **Who may avail:** | All applicants for PNP Motor Vehicle Clearance Certificate |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| **1. TRANSFER OF OWNERSHIP** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Deed of Absolute Sale or Writ of Execution from Court authorizing the transfer. (1 original and 1 photocopy) | 4.1. Notary Public; or<br>4.2. Regional Trial Court – Branch Clerk of Court |
| 5. If vehicle is mortgaged, submit Release/Cancellation/Assumption of Mortgage (1 original and 1 photocopy) | 5.1 Bank or Lending Institution – Loan Department (For Release of Chattel)<br>5.2 Registry of Deeds – City or Municipality where the mortgaged was done (For Cancellation)<br>5.3 Notary Public (For Assumption) |
| 6. If sale was acquired from a company/corporation, submit Secretary's Certificate (1 original and 1 photocopy) | Company's Corporate Secretary |
| 7. If sale was made through a representative, submit Special Power of Attorney (1 original and 1 photocopy) | Notary Public |
| 8. If MV was acquired from insurance company, Certification stating that the subject motor vehicle was not declared total loss/wrecked prior to sale (1 original and 1 photocopy) | Insurance Company – Claims Department |
| **2. CHANGE OF ENGINE/MOTOR** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of | Land Transportation Office – Licensing |

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| Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Office |
| 3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Sales Invoice of the engine (1 original and 1 photocopy) | Seller or Dealer of Engine |
| 5. Certificate of Stock Reported of the engine (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| 6. If engine was acquired from a private person or company/corporation, submit the Deed of Sale of the engine (1 original and 1 photocopy) | Company's Corporate Secretary |
| 7. Affidavit of Change Engine (duly notarized and executed by the owner and mechanic) (1 original and 1 photocopy) | Notary Public |
| **3. CHANGE OF CHASSIS/VIN/FRAME** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3.Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Sales Invoice of the chassis (1 original and 1 photocopy) | Seller or Dealer of Chassis |
| 5. Certificate of Stock Reported on the chassis (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| 6. If chassis was acquired from a private person or company/corporation, submit the Deed of Sale of the chassis (1 original and 1 photocopy) | Company's Corporate Secretary |
| 7. Affidavit of Change Chassis (duly notarized and executed by the owner and mechanic) (1 original and 1 photocopy) | Notary Public |

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| **4. CHANGE OF COLOR** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Affidavit of Change Color (duly notarized and executed by the owner and painter) (1 original and 1 photocopy) | Notary Public |
| **5. CHANGE OF BODY DESIGN** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3. Special Bank Receipt / Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Affidavit of Change Body Design (duly notarized and executed by the owner and builder) (1 original and 1 photocopy) | Notary Public |
| **6. RECORD CHECK** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3.Special Bank Receipt or Electronic Receipt Printout (1 | 3.1. Land Bank of the Philippines – Cashier or |

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|---|---|
| original and 1 photocopy) | 3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| **7. PERMIT TO ASSEMBLE** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Official Receipt and Certificate of Registration (OR/CR) of the Motor Vehicle (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 3.Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4. Affidavit of the owner stating the type, make, and serial numbers of the engine, chassis, and body, if any (1 original and 1 photocopy) | Notary Public |
| 5. Bill of Material (BOM) of the spare parts of the motor vehicle to be assembled or rebuilt to include the name and address of the sources (1 original and 1 photocopy) | Auto Shop/Store/Manufacturer |
| **8. NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – MOTORCYCLE, FOUR WHEELS, AND ABOVE** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2.Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 2.1. Land Bank of the Philippines – Cashier or<br>2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 3. Certificate of Payment (1 original and 1 photocopy) | Bureau of Customs – District/Port Collector |
| 4. Informal Entry (1 original and 1 photocopy) | Bureau of Customs – Informal Entry Division |
| 5. Bill of Lading (1 original and 1 photocopy) | Shipping Lines, Carriers, or International Freight Forwarders |
| 6. Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| **9. NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE** | |

| | |
|---|---|
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 2.1. Land Bank of the Philippines – Cashier or<br>2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 3. Certificate of Payment (1 original and 1 photocopy) | Bureau of Customs – District/Port Collector |
| 4. Informal Entry (1 original and 1 photocopy) | Bureau of Customs – Informal Entry Division |
| 5. Bill of Lading (1 original and 1 photocopy) | Shipping Lines, Carriers, or International Freight Forwarders |
| 6.Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| 7. Affidavit of Rebuilt (duly notarized and executed by the owner and builder) (1 original and 1 photocopy) | Notary Public |
| **10. NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 2.1. Land Bank of the Philippines – Cashier or<br>2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 3. Certificate of Payment (1 original and 1 photocopy) | Bureau of Customs – District/Port Collector |
| 4. Confirmation Certificate or Certificate of Stock Report (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| **11. NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE, AND ACQUIRED THROUGH BIDDING** | |
| 1. Duly accomplished PNP Motor Vehicle Clearance Application Form and Action Slip for Macro-etching examination (1 original and 1 photocopy) | Highway Patrol Group – Motor Vehicle Clearance Division |
| 2. Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 2.1. Land Bank of the Philippines – Cashier or<br>2.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |

| | |
|---|---|
| 3. OR/CR covering the acquired chassis and engine (1 original and 1 photocopy) | Land Transportation Office – Licensing Office |
| 4. Sales Invoice of the chassis and engine (1 original and 1 photocopy) | Seller or Dealer of Chassis and Engine |
| 5. Certificate of Stock Reported on the chassis and engine (1 original and 1 photocopy) | Land Transportation Office – Operations Division |
| 6. If chassis and/or engine was acquired from a private person or company/corporation, submit the Deed of Sale of the chassis and/or engine (1 original and 1 photocopy) | Notary Public |
| 7. Affidavit of Rebuilt (duly notarized and executed by the owner and rebuilder) (1 original and 1 photocopy) | Notary Public |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to the duty receiving desk and submit required documents depending on the purpose of transaction. | Receive the required documents and check for completeness | None | 5 minutes | Duty Physical Identification Examiner, Macro-Etching Station |
| 2.Present the motor vehicle at the examination area for macro-etching procedure and proceed to the waiting area. | 2.1. Advise the applicant to present the motor vehicle at the examination area.<br><br>2.2. Photograph the subject motor vehicle.<br><br>2.3. Conduct stencil of engine and chassis number of motor vehicle. | None | 30 minutes | |

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| | 2.4. Apply chemical solutions on the metal surface where the engine and chassis numbers are located. | | | |
| | 2.5. For NOT TAMPERED result: Prepare and sign the Macro-etching Certificate.<br><br>2.6. For detected possible sign of tampering: The Motor Vehicle shall be endorsed to the concerned HPG station for appropriate action | | 10 minutes | |
| | 2.7. Review and approve the Macro-etching Certificate. | None | 10 minutes | Station Head, Macro-Etching Station |
| 3. Claim the Macro-etching Certificate at the duty receiving desk. | Issue and release the Macro-etching Certificate and other documents to the client | None | 5 minutes | Duty Physical Identification Examiner, Macro-Etching Station |
| **TOTAL** | | **None** | **1 hour** | |

## 2. Processing and Issuance of Physical Identification Report on Macro-Etching Examination of Motor Vehicles with Not Tampered Engine and/or Chassis Numbers

The Physical Identification Report is a required document for clients requesting verification of motor vehicle identity, lifting of PNP alarm records, or re-stamping of defaced, tampered, or unreadable engine and chassis numbers, especially for vehicles with prior criminal or legal records, recovered vehicles, or those involved in legal proceedings. The service entails the conduct of macro-etching examination on the not tampered engine and/or chassis numbers of the motor vehicle for the issuance of Physical Identification Report.

| | |
|---|---|
| **Office or Division:** | Physical Identification Division – Forensic Group (PID-FG) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | 1. All registered owner of motor vehicle with prior record in the Philippine National Police and Land Transportation Office<br><br>2. All applicants for PNP Motor Vehicle Clearance Certificate that was endorsed to Highway Patrol Group for verification and investigation |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter request for Macro-etching Examination (2 Original Copies) | Highway Patrol Group – Special Operations Division |
| 2. Order of Payment Form (OP) | Forensic Group – Physical Identification Division |
| 3.Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br><br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4.Official Receipt and Certificate of Registration (OR/CR) (1 photocopy) | Land Transportation Office – Licensing Office |
| 5. Motor Vehicle (physical unit) | Client's Unit |
| 6. Request form for Lifting of Alarm (1 photocopy) | Highway Patrol Group – Special Operations Division |
| 7.Complaint Sheet/Alarm Sheet/file Carnapping Case (1 photocopy) | Highway Patrol Group – Special Operations Division |
| 8.In case of self-recovery, submit notarized Affidavit | Notary Public |

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| of Self-Recovery (1 photocopy) | | | | |
| 9. In case of recovery by a police unit, submit Spot Report of Recovery (1 photocopy) | Philippine National Police Territorial Unit – Investigation Section | | | |
| 10. Government Issued ID of the requesting party (1 photocopy) | Any government issuing agency | | | |
| 11.For authorized representatives, submit Special Power of Attorney (1 photocopy) | Notary Public | | | |
| 12. For surviving spouse, submit Death Certificate and Marriage Certificate (1 photocopy each) | Philippine Statistics Authority – Civil Registration Service Outlets | | | |
| 13. For surviving heirs, submit Extrajudicial Settlement (1 photocopy) | Notary Public | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to the duty receiving desk and submit the required documents for initial assessment and verification. *Make sure to secure the Order of Payment Form that will be issued* | 1.1. Receive the required documents and check for completeness.<br><br>1.2. Issue the Order of Payment if all required documents were given.<br>1.3. Instruct the client to pay the required fee as indicated in the Order of Payment Form in any Land Bank branch or via Land Bank electronic payment portal. | None<br><br>Php 350.00 | 10 minutes | Duty Receiving Personnel – Physical Identification Division |
| 2. Return to | 2.1. Received | None | 10 minutes | Duty Physical |

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| the duty receiving desk and submit the original and photocopy of the Special Bank Receipt or the e-Receipt printout and present screenshot of the e-Receipt for verification together with the other documents | and record the documents, record and assign a case number.<br>2.2. Return one copy of stamped receipt together with the original OR/CR of the MV to the requesting party.<br>2.3. Instruct the client to present the motor vehicle at the motor vehicle examination area. | | | Identification Examiner – Physical Identification Division |
| 3. Present the motor vehicle at the examination area for macro-etching procedure. | 3.1. Photograph the subject motor vehicle.<br>3.2. Conduct stencil of engine and chassis number of motor vehicle.<br>3.3. Apply chemical solution on the metal surface where the engine | None | 1 hour and 40 minutes | Duty Physical Identification Examiner – Physical Identification Division |

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| | and chassis number is located.<br>3.4. Prepare and sign the laboratory report<br>3.5. Instruct the requesting party to proceed at the lobby or waiting area pending the review, approval, and issuance of the laboratory report.<br>3.6. Review and approve the laboratory report<br>3.7. For signature by higher authority | | 10 minutes | |
| | | | 10 minutes | Chief, Physical Identification Division |
| | | | 30 minutes | Command Group-Forensic Group |
| 4. Proceed to the Physical Identification Division receiving desk and present the stamped copy of letter request and a copy of government issued ID to claim the laboratory report. | 4.1. Verify the stamped letter request and the identity of the receiving personnel<br>4.2. Release the laboratory report to the requesting party. | None | 10 minutes | Duty Physical Identification Examiner – Physical Identification Division |
| 5. Affix signature in the releasing logbook after receipt of the report. | Record the issuance and receipt of report. | None | 10 minutes | Duty Physical Identification Examiner – Physical Identification Division |

| | | |
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| **TOTAL** | **Php 350.00 per motor vehicle** | **3 Hours** |

### 3. Processing and Issuance of Physical Identification Report on Macro-Etching Examination of Motor Vehicles with Tampered Engine and/or Chassis Numbers

The Physical Identification Report is a required document for clients requesting verification of motor vehicle identity, lifting of PNP alarm records, or re-stamping of defaced, tampered, or unreadable engine and chassis numbers, especially for vehicles with prior criminal or legal records, recovered vehicles, or those involved in legal proceedings. The service entails the conduct of macro-etching examination on the tampered engine and/or chassis numbers of the motor vehicle for the issuance of Physical Identification Report.

| | |
|---|---|
| **Office or Division:** | Physical Identification Division – Forensic Group (PID-FG) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | 1. All registered owner of motor vehicle with prior record in the Philippine National Police and Land Transportation Office<br><br>2.All applicants for PNP Motor Vehicle Clearance Certificate that was endorsed to Highway Patrol Group for verification and investigation |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter request for Macro-etching Examination (2 Original Copies) | Highway Patrol Group – Special Operations Division |
| 2. Order of Payment Form (OP) | Forensic Group – Physical Identification Division |
| 3.Special Bank Receipt or Electronic Receipt Printout (1 original and 1 photocopy) | 3.1. Land Bank of the Philippines – Cashier or<br>3.2. Landbank Electronic Payment Portal (Mobile Phones or Tablets) |
| 4.Official Receipt and Certificate of Registration (OR/CR) (1 photocopy) | Land Transportation Office – Licensing Office |
| 5. Motor Vehicle (physical unit) | Client's Unit |
| 6. Request form for Lifting of Alarm | Highway Patrol Group – Special Operations |

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| (1 photocopy) | Division |
| 7.Complaint Sheet/Alarm Sheet/file Carnapping Case (1 photocopy) | Highway Patrol Group – Special Operations Division |
| 8. In case of self-recovery, submit notarized Affidavit of Self-Recovery (1 photocopy) | Notary Public |
| 9. In case of recovery by a police unit, submit Spot Report of Recovery (1 photocopy) | Philippine National Police Territorial Unit – Investigation Section |
| 10. Government Issued ID of the requesting party (1 photocopy) | Any government issuing agency |
| 11.For authorized representatives, submit Special Power of Attorney (1 photocopy) | Notary Public |
| 12. For surviving spouse, submit Death Certificate and Marriage Certificate (1 photocopy each) | Philippine Statistics Authority – Civil Registration Service Outlets |
| 13.For surviving heirs, submit Extrajudicial Settlement (1 photocopy) | Notary Public |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to the duty receiving desk and submit the required documents for initial assessment and verification.<br>*Make sure to secure the Order of Payment Form that will be issued* | 1.1. Receive the required documents and check for completeness.<br><br>1.2. Issue the Order of Payment if all required documents were given.<br><br>1.3. Instruct the client to pay the required fee as indicated in the Order of Payment Form in any Land Bank branch or via Land Bank electronic payment portal. | None<br><br>Php 350.00 per motor vehicle | 10 minutes | Duty Receiving Personnel – Physical Identification Division |
| 2. Return to the | 2.1. Receive | None | 10 minutes | |

| | | | | |
|---|---|---|---|---|
| duty receiving desk and submit the original and photocopy of the Special Bank Receipt or the e-Receipt printout and present screenshot of the e-Receipt for verification together with the other documents | and record the documents, record and assign a case number.<br><br>2.2. Return one copy of stamped receipt together with the original OR/CR of the MV to the requesting party.<br><br>2.3. Instruct the client to present the motor vehicle at the motor vehicle examination area. | | | Duty Physical Identification Examiner – Physical Identification Division |

| | | | | |
|---|---|---|---|---|
| 3. Present the motor vehicle at the examination area for macro-etching procedure. | 3.1. Photograph the subject motor vehicle.<br><br>3.2. Conduct stencil of engine and chassis number of motor vehicle.<br><br>3.3. Apply chemical solution on the metal surface where the engine and chassis number is located.<br><br>3.4. Instruct the requesting party to return after a few days pending the review, approval, and issuance of the laboratory report.<br><br>3.5. Review and approve the laboratory report<br><br>3.6. For signature by higher authority | None | 1 day (maybe extended depending on the severity of the tampering) | Duty Physical Identification Examiner – Physical Identification Division |
| | | | 1 day | Chief, Physical Identification Division |
| | | | 1 day | Command Group-Forensic Group |

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| 4. Proceed to the Physical Identification Division receiving desk and present the stamped copy of letter request and a copy of government issued ID to claim the laboratory report. | 4.1. Verify the stamped letter request and the identity of the receiving personnel<br><br>4.2. Release the laboratory report to the requesting party. | None | 10 minutes | Duty Physical Identification Examiner – Physical Identification Division |
| 5. Affix signature in the releasing logbook after receipt of the report. | Record the issuance and receipt of report. | None | 10 minutes | Duty Physical Identification Examiner – Physical Identification Division |
| **TOTAL** | | **Php 350.00 per motor vehicle** | **3 days and 40 minutes** | |

**FINGERPRINT IDENTIFICATION DIVISION**

**1. Fingerprinting Services**

Fingerprint services applies to PNP, AFP, other investigative agencies, courts, judicial entity private individual or company.

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|---|---|
| **Office or Division:** | Fingerprint Identification Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Subject individual (Person to be Fingerprinted) | Client |
| 2. 2x2 recent colored pictures | Client |

| | |
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| (2 pieces) | |
| 3. Fingerprint card/form<br>(1 original copy)<br>Can be secured through the following embassies/<br>consulates, countries or states of origin or can be downloaded via-email except Japan fingerprint card. | Australian Embassy- Level 23 Tower, RCBC Plaza Yuchengco Tower 6819 Ayala Avenue, Makati City, Philippines 1200 |
| | Arizona State- US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila |
| | Bahrain Consulate- 5470 4th Flr-Picar Building I, Osmeña Highway corner Gen. Mascardo St., Barangay Bangkal, Makati City, Metro Manila |
| | Canada Embassy - RCBC Plaza Yuchengco Tower, 6th to 8th Floor, 6819 Ayala Ave., Makati City, Metro Manila |
| | Dominica Consulate- 37 Banaba Road South Forbes Park, Metro Manila, Philippines 1220 |
| | Dubai-United Arab Emirates Embassy 9th Floor Ayala Triangle Gardens, Tower 2 Paseo de Roxas corner, Makati Avenue, Bel-Air, Makati City 1226 |
| | Egypt Embassy- 7th floor 150 Legazpi Street Legazpi Village Makati City 1229 Metro Manila |
| | Hongkong- Chinese Embassy the World Center, Sen. Gil J. Puyat Avenue, Makati Metro Manila. |
| | Japan Embassy- 2627 Roxas Boulevard, Pasay City, 1300, Metro Manila, Philippines |
| | Kenya Consulate - 4th Floor Grepalife Building 221 Senator Gil Puyat Avenue Makati City, Metro Manila. |
| | London- British Embassy 120 Upper Mckinley Hi, Taguig City, 1630 Metro Manila |
| | New Jersey-US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila |
| | Mary Land-US Embassy 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila |
| | Macau- AIA Tower, Av. Commercial de Macau, Macao |
| | Papa New Guinea Embassy - 3rd Floor, |

| | |
|---|---|
| | Corinthian Plaza Condominium Bldg Paseo de Roxas, Gamboa Street, Makati City, Metro Manila |
| | US Embassy- 1201 Roxas Boulevard, Ermita, Manila, 1000 Metro Manila |
| 4. Order of Payment Form (For over-the-counter payment, fees to be paid PHP200.00 at Land Bank of the Philippines) | Fingerprint Identification Division, Forensic Group, Camp BGen Rafael T Crame, Quezon City |
| 5. Order of Payment Reference Number (For online payment using Bank Account, GCash, Maya, or others please pay through this website lbp-eservices (Land Bank of the Philippines payment portal, fees to be paid PHP200.00) | Fingerprint Identification Division, Forensic Group, Camp BGen Rafael T Crame, Quezon City |
| 6. Special Bank Receipt (SBR) or Online Transaction Payment Reference Number sent through your mobile phone upon payment. | Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TOBE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Special Bank Receipt (SBR) or show Online Payment Transaction Reference Number to Fingerprint Identification Division and Fill-out fingerprint card. | Check and record (SBR) Official Receipt Number. *For online payment, check and record transaction online payment reference number, and provide fingerprint card | None | 15 minutes | Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint Identification Division |
| 2.Submit the accomplished fingerprint card with two (2) pieces 2x2 recent colored picture to Fingerprint Identification | Conduct fingerprinting. | None | 20 minutes | Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint Identification Division |

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| Division. | | | | |
| 3. Claim Fingerprint Card | Release one (1) copy of accomplished fingerprint card | None | 10 minutes | Fingerprint Examiner/ Fingerprinting Aide/ Fingerprint Identification Division |
| | **TOTAL:** | **Php 200.00** | **45 minutes** | |

**QUESTIONED DOCUMENT EXAMINATION DIVISION**

**1. Signature Identification**

Examination performed to determine the authenticity of signature in a document.

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|---|---|---|---|---|
| **Office or Division:** | Questioned Document Examination Division | | | |
| **Classification:** | Highly Technical | | | |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government | | | |
| **Who may avail:** | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company | | | |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** | | | |
| 1. Original Letter Request (4) copies | Requesting Party | | | |
| 2. (1) Original copy of the questioned document. | Requesting Party | | | |
| 3. Original copy of at least five (8) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature. | Requesting party | | | |
| **CLIENTSTEPS** | **AGENCY ACTIONS** | **FEES TOBE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to Questioned Document Examination Division. | 1.1 Accept, assess, receive and record the letter request/ court order and specimen for examination | None | 20 minutes (Day 1) | QDED Duty Receiving Personnel Designated by C, QDED |

| | | | | |
|---|---|---|---|---|
| | | | | |
| | 1.2 Assign case number and Chief, QDED designate examiner for the case | None | 10 minutes (Day 1) | Chief, QDED |
| | 1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting | None | 64 hours (Day 1 - 8) | Document Examiner (I or II) |
| | 1.4 Prepare the report (draft and worksheet) | None | 8 hours (Day 9) | Document Examiner (I or II) |
| | 1.5 Pass the report to the Technical Report Reviewer for review and correction | None | 8 hours (Day 10) | Document Examiner (I or II) and Document Examiner (III) Technical report reviewer |
| | 1.6 Review and approved the final laboratory Report | None | 20 minutes (Day 10) | C, QDED |
| | 1.7 Sign the final Laboratory report | None | 10 minutes (Day 10) | C, QDED |
| 2. Proceed to Land Bank of the Philippines (LBP) Branch | | PHP 2000 for 10 Signatures/ Documents | None | Document Examiner (I or II) |
| 3.Present Requesting Party's copy of letter request to claim the | Release the Final Laboratory Report. | None | 15 minutes (Day 10) | QDED Duty Personnel Designated by C, QDED |

| | | | | |
|---|---|---|---|---|
| laboratory report. | | | | |
| **TOTAL:** | **PHP 2000 for 10 Signature/Documents** | | **10 days, 1 hour and 15 minutes<br>Note: Duration of examination may vary depending on the volume of documents submitted for examination** | |
| **For Cases where Field Laboratory Works (FLW) is Needed** | | | | |
| 1. Proceed to Questioned Document Examination Division. | 1.1 Accept, assess, received and record the letter request/ court order and specimen for examination | None | 20 minutes | QDED Duty Receiving Personnel Designated by C, QDED |
| 2.Contact/ locate the concerned Head of Office where the original document/s is /are located | 1.2 Make a Letter Request to the Concerned Agency/Office where the Original Copy of the Document concerned is/are located, given by the requesting party | None | 4 hours | Document Examiner (I or II) |
| 3.Bring the Letter Request from FG to the Agency/Office concerned and coordinate the date and time to conduct the FLW | | None | Depending on the Agency/Office Concerned, where the Document is located | |
| 4.Inform the Assigned Document Examiner of the scheduled date and time of the FLW | | None | | |

| | | | | |
|---|---|---|---|---|
| 5. Accompany the Document Examiner on the scheduled FLW | 1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting | None | 4 hours | Document Examiner (I or II) |
| **Back to the Examination Proper** | | | | |

## 2. Handwriting Identification

Examination performed to determine the authenticity of handwriting in a document.

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|---|---|---|---|---|
| **Office or Division:** | | Questioned Document Examination Division | | |
| **Classification:** | | Highly Technical | | |
| **Type of Transaction:** | | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government | | |
| **Who may avail:** | | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Letter Request or Court Order (4 copies) | | Requesting Party | | |
| 2.(1) Original copy of the questioned document. | | Requesting party | | |
| 3. Original copy of at least five (5) different documents bearing similar writing style and standard signatures which were executed 5-years before and after the execution of the questioned signature. | | Requesting party | | |
| **CLIENTSTEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to Questioned Document Examination Division | 1.1 Accept, assess, receive and record the letter request/ court order and specimen for examination | None | 20 minutes (Day 1) | QDED Duty Personnel Designated by C, QDED |

| | | | | |
|---|---|---|---|---|
| | 1.2 Assign case number and Chief, QDED designate examiner for the case | None | 10 minutes (Day 1) | Chief, QDED |
| | 1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting | None | 104 hours may be extended depend on the volume of documents (Day 1 – 13) | Document Examiner (I or II) |
| | 1.4 Prepare the report (draft and worksheet) | None | 8 hours (Day 14) | Document Examiner (I or II) |
| | 1.5 Pass the report to Technical Report Reviewer for review and correction | None | 8 hours (Day 15) | Document Examiner (I or II) and Document Examiner (III) Technical report reviewer |
| | 1.6 Review and approved the final laboratory Report | None | 20 minutes (Day 15) | C, QDED |
| | 1.7 Sign the final Laboratory report | None | 10 minutes | C, QDED |
| 2. Proceed to Land Bank of the Philippines (LBP) Branch | | PHP 3500 for 5 pages | None | Document Examiner (I or II) |
| 3. . Present Requesting Party's copy of letter request to claim the laboratory Report and withdrawal of documents submitted | Release the Final Laboratory Report. | None | 15 minutes | QDED Duty Personnel Designated by C, QDED |
| **TOTAL:** | | **PHP 3,500.00** | **15 days, 1 hour** | |

| | | | |
|---|---|---|---|
| | **for 5 pages** | **and 15 minutes Note: Duration of examination maybe extended depending on the volume of documents submitted for examination** | |

### 3. Altered or Erased Identification

Examination performed to determine if there are changes made in a document.

| | | | | |
|---|---|---|---|---|
| **Office or Division:** | | Questioned Document Examination Division | | |
| **Classification:** | | Complex | | |
| **Type of Transaction:** | | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government | | |
| **Who may avail:** | | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Letter Request or Court Order (4 copies) | | Requesting Party | | |
| 2. 1 Original copy of the altered or erased document | | Requesting Party | | |
| **CLIENTSTEPS** | **AGENCYACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to Questioned Document Examination Division | 1.1 Accept, assess, received and record the letter request/ court order and specimen for examination | None | 20 minutes (Day 1) | QDED Duty Receiving Personnel Designated by C, QDED |
| | 1.2 Assign case number and Chief, QDED designate examiner for the case | None | 10 minutes (Day 1) | Chief, QDED |
| | 1.3 Conducts preliminary examination and scientific examination, taking photograph of specimen, prints and charting | None | 56 hours (Day 1 - 7) | Document Examiner (I or II) |

| | | | | |
|---|---|---|---|---|
| | 1.4 Prepare the report (draft and worksheet) | None | 8 hours (Day 8) | Document Examiner (I or II) |
| | 1.5 Pass the report to the Technical Report Reviewer for review and correction | None | 8 hours (Day 9) | Document Examiner (I or II) and Document Examiner (III) Technical report reviewer |
| | 1.6 Review and approve the final laboratory Report | None | 20 minutes (Day 9) | C, QDED |
| | 1.7 Sign the final Laboratory report | None | 10 minutes (Day 9) | C, QDED |
| 2. Proceed to Land Bank of the Philippines (LBP) Branch | | PHP 2000 | None | Document Examiner (I or II) |
| 3. Present copy of Letter request for release of Laboratory report and withdrawal of documents | Release the Final Laboratory Report. | None | 15 minutes (Day 9) | QDED Duty Personnel Designated by C, QDED |
| **TOTAL:** | | **PHP 2,000.00** | **Days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on the volume of document's/specimen submitted and the degree of alteration.** | |

## 4. Counterfeit Documents/Bills Identification

Examination performed to determine the bills are counterfeit or not.

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|---|---|
| **Office or Division:** | Questioned Document Examination Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request or Court Order (4 copies) | Requesting Party |
| 2. 1 Original copy of the counterfeited bill | Requesting Party |

| CLIENTSTEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to Questioned Document Examination Division | 1.1 Accept, assess, received and record the letter request/ court order and specimen for examination | None | 20 minutes (Day 1) | QDED Duty Receiving Personnel Designated by C, QDED |
| | 1.2 Assign case member and Chief, QDED designate examiner for the case | None | 10 minutes (Day 1) | Chief, QDED |
| | 1.3 Conducts preliminary examination and scientific examination, Taking photograph of specimen, prints and charting | None | 64 hours (Day 1 - 8) | Document Examiner (I or II) |
| | 1.4 Prepare the report (draft and worksheet) | None | 8 hours (Day 9) | Document Examiner (I or II) |

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| | 1.5 Pass the report to the Technical Report Reviewer for review and correction | None | 8 hours (Day 9) | Document Examiner (I or II) and Document Examiner (III) Technical report reviewer |
| | 1.6 Review and approved the final laboratory Report | None | 20 minutes (Day 9) | C, QDED |
| | 1.7 Sign the final Laboratory report | None | 10 minutes (Day 9) | C, QDED |
| 2. Proceed to Land Bank of the Philippines (LBP) Branch | | PHP 2000 | None | Document Examiner (I or II) |
| 3. Present copy of Letter request for release of Laboratory report and withdrawal of documents | Release the Final Laboratory Report. | None | 15 minutes (Day 9) | QDED Duty Personnel Designated by C, QDED |
| **TOTAL:** | | **PHP 2,000.00** | **9 days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.** | |

## 5. Imprint Document Examination

Examination performed to determine if there is imprint tampering to document.

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|---|---|
| **Office or Division:** | Questioned Document Examination Division |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter Request or Court Order (4 copies) | Requesting party |
| 2. 1 Original copy of the altered or erased document | Requesting party |

| **CLIENTSTEPS** | **AGENCY ACTIONS** | **FEES TOBE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Proceed to Questioned Document Examination Division | 1.1 Accept, assess, received and record the letter request/ court order and specimen for examination | None | 20 minutes (Day 1) | QDED Duty Personnel Designated by C, QDED |
| | 1.2 Assign member case and Chief, QDED designates examiner for the case | None | 10 minutes (Day 1) | Chief, QDED |
| | 1.3 Conducts preliminary examination and scientific examination, taking photograph of specimen, prints and charting | None | 104 hours may be extended depends on the volume of documents (Day 1 – 13) | Document Examiner (I or II) |
| | 1.4 Prepare the report (draft and worksheet) | None | 8 hours (Day 13) | Document Examiner (I or II) |
| | 1.5 Pass the report to the Technical Report Reviewer for review and | None | 8 hours (Day 14) | Document Examiner (I or II) and Document |

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| | correction | | | Examiner (III) Technical report reviewer |
| | 1.6 Review and approved the final laboratory Report | None | 20 minutes (Day 15) | C, QDED |
| | 1.7 Sign the final Laboratory report | None | 10 minutes (Day 15) | C, QDED |
| 2. Proceed to Land Bank of the Philippines (LBP) Branch | | PHP 2000 | None | Document Examiner (I or II) |
| 3. Present Requesting Party's copy of letter request to claim the laboratory report. | Release the Final Laboratory Report. | None | 15 minutes | QDED Duty Personnel Designated by C, QDED |
| **TOTAL:** | | **PHP 2,000.00 Per specimen** | **15 days, 1 hour and 15 minutes Note: Duration of examination maybe extended depending on volume and kinds of document's/bills submitted.** | |

## FIREARMS IDENTIFICATION DIVISION

### 1. Stenciling and Test Firing of Firearm for Registration

The conduct of stenciling and test firing of newly procured firearms for registration, transfer of ownership, renewal of firearm registration and newly repaired firearm from gunsmith.

| **Office or Division:** | Firearms Identification Division/Section |
|---|---|
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | Private individuals and Gun dealers |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| a. **New Firearm and Major Parts for Registration (Firearms and Ammunition Dealer)** | |
| 1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative; | 1. FEO, CSG/RCSU |
| 2. One (1) original and one (1) photocopy list of firearms/major gun parts and its serial number, caliber, make, model action and type of firearm; | 2. FEO, CSG /RCSU |
| 3. One (1) photocopy of Valid ID of the gun dealer's representative; | 3. Dealer's |
| 4. Submit Firearm/s for Stenciling and test firing; and | 4. Dealer's |
| 5. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms)<br>Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition. | 5. Applicant/Dealer's |

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|---|---|
| b. **Firearm Registration/Renewal (Individual)** | |
| 1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative; | 1. FEO, CSG/RCSU |
| 2. One (1) authenticated photocopy Permit to Transport Firearm; | 2. FEO, CSG/RCSU |
| 3. One (1) original and one (1) photocopy list of firearms and its serial number, caliber, make, model, action and type of firearm; | 3. FEO, CSG/RCSU |
| 4. One (1) authenticated photocopy of License to Own and Possess Firearm (LTOPF) of the applicant; | 4. FEO, CSG/RCSU |
| 5. One (1) latest 2x2 picture of the applicant; | 5. Applicant |
| 6. Submit Firearm/s for stenciling and test firing; and | 6. Applicant |
| 7. Pay Php 400.00 at LBP (cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms) Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition. | 7. Applicant |
| c. **Transfer of Ownership** | |
| 1. One (1) original and one (1) letter request from C, FEO, CSG/RCSU or his authorized representative; | 1. C, FEO, CSG/RCSU |
| 2. One (1) authenticated photocopy of Permit to Transport firearm; | 2. FEO, CSG/RCSU |
| 3. One (1) authenticated photocopy of LTOPF of the applicant; | |
| 4. One (1) authenticated photocopy of firearms registration of previous owner; | 3. FEO, CSG/RCSU |

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| 5. One (1) authenticated photocopy of Deed of Sale or Absolute Deed of Donation;<br><br>6. One (1) latest 2x2 picture of the applicant;<br><br>7. Submit Firearm/s fore stenciling and test firing; and<br><br>8. Pay Php 400.00 at LBP<br>(cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms)<br>**Note:** Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition. | 4. Previous Owner<br><br>5. Applicant<br><br>6. Applicant<br><br>7. Applicant<br><br>8. Applicant |
| d. **Renewal of Juridical firearm for Registration**<br><br>1. One (1) original and one (1) photocopy of letter request from C, FEO, CSG/RCSU or his authorized representative;<br><br>2. One (1) authenticated photocopy of Permit to Transport of Firearms;<br><br>3. One (1) Original and one photocopy list of firearm and its serial number, caliber, make, model, action and type of firearms;<br><br>4. One (1) authenticated photocopy of License to Operate(LTO) for PSA's, GGU's and CGU;<br><br>5. One (1) authenticated copy of Special Power of Attorney;<br><br>6. One (1) authenticated photocopy of Certificate of Long Registration;<br><br>7. One (1) latest 2x2 picture of the authorized representative;<br><br>8. Submit Firearm/s for stenciling and | 1. C, FEO, CSG/RCSU<br><br>2. FEO, CSG/RCSU<br><br>3. FEO, CSG/RCSU<br><br>4. FEO, CSG/RCSU<br><br>5. Applicant |

| | |
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| test firing; and<br><br>9. Pay Php 400.00 at LBP<br>(cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms)<br>Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition. | 6. FEO, CSG/RCSU<br><br>7. Applicant<br><br>8. Applicant<br><br>9. Applicant |
| e. **Newly Repaired Firearms from Gunsmith**<br><br>1. One (1) original and one (1) photocopy letter request/ endorsement from C, FEO, CSG/RCSU for ballistic test firing and stenciling;<br><br>2. One (1) authenticated photocopy of Permit to Transport Firearm;<br><br>3. One (1) original and one (1) photocopy list of Firearm/s and its serial number, caliber, make, model, action and type of firearm;<br><br>4. One (1) authenticated photocopy of approved request for repair of subject firearm/s (from CPNP or his authorized representative);<br><br>5. One (1) authenticated photocopy of certificate for repair of firearm/s (work order) from gunsmith;<br><br>6. One (1) authenticated photocopy of FirearmRegistration;<br><br>7. One (1) authenticated photocopy of LTOPF of the applicant;<br><br>8. One (1) latest 2x2 of the authorized representative; | 1. C, FEO, CSG/RCSU<br><br>2. FEO, CSG/RCSU<br><br>3. FEO, CSG/RCSU<br><br>4. FEO, CSG/RCSU<br><br>5. Gunsmith<br><br>6. FEO, CSG/RCSU<br><br>7. FEO<br><br>8. Applicant |

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| 9. Submit Firearm/s for stenciling and test firing; and<br><br>10. Pay Php 400.00 at LBP<br>(cover the cost of supplies and materials needed for test firing, and stenciling, and maintenance of specimens collected regardless of caliber of firearms)<br>Note: Firearms dealer or applicant shall provide five (5) rounds of prescribed ammunition. | 9. Applicant<br><br>10. Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit documentary requirements | 1.1. Check completeness of the required documents, then receive and record in the logbook | None | 30 minutes | Duty Firearms Identification Division /Section |
| | 1.2. Issue an Order of Payment. | None | 10 minutes | |
| | 1.3 Receives Special Bank Receipt | None | 15 minutes | C, FAID or his/her authorized representative |
| | 1.4 Inform the client of the scheduled and test firing activity | None | | Chief, Firearms Stenciling and Test Firing Section |
| 2. Processing of firearm/s stenciling and test firing | 2.1 Prepare color coded stencil certificate and conduct stenciling tracing of firearm/s. | None | 30 minutes | Duty Firearms Examiners /Technicians |
| | 2.2 Prepare standard cartridges and testing tube. | None | 30 minutes | |

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| | 2.3 Conduct test firing of firearm/s | None | 50 minutes | Duty Firearms Examiners /Technicians |
| | 2.4 Prepare firearms stencil and test certificate assigning the corresponding control number | None | 25 minutes | |
| | 2.5 Review/sign, and certify the certificate | None | 5 minutes | Chief, Firearms Stenciling and Test Firing Section |
| | | | 5 minutes | Chief of Division |
| 3. Claim the Certificate | Release the Certificate | None | 5 minutes | Duly assign personnel from stenciling and Test Firing section |
| **TOTAL**: | | | 205 minutes or 3 hours and 25 minutes | |

Service is covered under
1. MC 2011-003 dated Feb 2, 2011-Subject: Guidelines on the Mandatory Testing and Stenciling of Locally Manufactured and Imported Firearms.

2 .RA 10591" An Act Providing for a Comprehensive Law on Firearms and Ammunition and Providing for Violations Thereof

## MEDICO-LEGAL DIVISION

### 1. Autopsy (Non-Criminal)

An autopsy is a comprehensive study of a dead body, performed by a trained physician employing recognized dissection procedure and techniques.

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| **Office or Division:** | Medico-Legal Division<br>MELO (RFU, PFU, DFU) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | Family or immediate relative of the victim<br>Concerned embassy in case of foreign national |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request (3 original copies with original signature) to be presented to the Medico-Legal Division duty Receiving Officer | Requesting Party |
| 2. Victim's Cadaver to be brought to the Medico-Legal Division Morgue | Chosen Funeral Services by immediate relative of the victim |
| 3. Original copy of Certification of Identification and Consent for Autopsy signed immediate relative of the victim (1 original copy) | Requesting Party |
| 4. Clinical Abstract (if it is a hospital death) to be submitted before the release of report (1 original copy) | Concerned Physician/Hospital, Municipal Heath Officer/City Health Officer (if non hospital death) |
| 5.Payment of PHP 2,750.00 at any Landbank of the Philippines (LBP) and present the official receipt to the Medico-Legal duty receiving officer. | Land Bank of the Philippines |

| CLIENTSTEPS | AGENCY ACTIONS | FEES TOBE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to Medico-Legal Division and present 3 original copies of Letter Request with original signature, and original copy | Check completeness of documentary requirements, receive the Letter Request and Issue an Order of | None | 10 minutes | Duty Receiving Officer |

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| of death certificate | Payment. | | | |
| 2. Present Special Bank Receipt (SBR). | Record and assign a Case Number. | None | 5 minutes | Duty Receiving Officer |
| 3. Fill out and sign the certification of identification, consent for autopsy and provide other documents such as Clinical Abstract or hospital records in case of hospital death. | Inform the requesting party on the procedure to be conducted to include, if necessary, the Histopathological Exam (or microscopic exam of tissues collected from different body organs of the cadaver) in which case the requesting party will be informed that the final report will be released after 30 working days while Autopsy Exam requiring Toxicological Exam, report will be released after 30 working days. | None | 15 minutes | Medico-Legal Officer |
| 4.Bring the cadaver to the Medico-Legal Morgue | Conduct autopsy. | None | 4 hours | Medico-Legal Officer |
| 5.Claim the Death Certificate | Prepare, sign and issue the death certificate. | None | 1 hour | Medico-Legal Officer |
| 6.Claim Official Autopsy Report (Return after 7 working days) | 6.1. If With Histopathological Examination and/or | None | 30 working days | Medico-Legal Officer |

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| | Toxicological Examination | | | |
| | 6.2. Review autopsy documents and photographs | None | 8 hours | |
| | 6.3. Prepare Draft Autopsy Report | None | 8 hours | |
| | 6.4. Encode, review, revise, and sign Final Autopsy Report | None | 4 hours | |
| | 6.5. Evaluate, approve, and sign Final Autopsy Report | None | 4 hours | Chief, MLD |
| | 6.6. Notation of Final Autopsy Report | None | 8 hours | Chief of Staff, FG |
| 7. Present the stamped letter request, request Special Bank Receipt (SBR) and Official receipt from Land Bank | Release the Final Autopsy Report | None | 20 minutes | Records Custodian |
| | | | **5 hours (processing time only)<br>*5 hours per cadaver. The time is extended when there are two (2) or more clients served at a time.<br>** Release of official plain autopsy exam report is after 7 working days** | |

## 2. Semen Determination (Non-Criminal)

The process of detecting, identifying and confirming the presence of semen on physical evidence.

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| **Office or Division:** | Medico-Legal Division MELO (RFU, PFU, DFU) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Citizen, |
| **Who may avail:** | Private Individual |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request (3 original copies) to be submitted to duty receiving officer at the Medico-Legal Division | Requesting Party |
| 2. Submit evidence for examination (vaginal swab, underwear and clothing with suspected seminal stain) submitted to duty receiving officer at the Medico-Legal Division | Requesting Party |
| 3. Payment of PHP 750.00 at any Land Bank of the Philippines (LBP) branch and present the official receipt to the duty receiving officer. | Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TOBE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit 3 copies original Letter Request /Court Order to duty receiving officer at Medico Legal Division | Check completeness of documentary requirements and receive Letter Request. | None | 10 minutes | Duty Receiving Personnel |
| 2.Submit evidence for examination (vaginal swab, cut | Check the specimen submitted stated in the letter request. | None | 15 minutes | Duty Receiving Personnel |

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| portion of underwear, clothing with suspected seminal stain) | | | | |
| 3. Present Official Receipt (OR) from the Land Bank of the Philippines | 3.1. Record and assign Case Number. | None | 20 minutes | Forensic Serologist |
| | 3.2. Inform the requesting party of the procedure to be conducted. | None | 20 minutes | Forensic Serologist |
| | 3.3. Specimen documentation and sampling. | None | 1 hour | Forensic Serologist |
| | 3.4. Perform the immune-chromatographic test. | None | 2 hours | Forensic Serologist |
| | 3.5. Prepare the final laboratory report. | None | 4 hours | Forensic Serologist |
| | 3.6. Review and approve the final report. | None | 4 hours | C, MLD |
| | 3.7. Sign the final report. | None | 8 hours | Chief of Staff, FG |
| 4. Present the stamped letter request, request Special Bank Receipt (SBR) and Official Receipt from Land Bank | Release the final laboratory report. | None | 20 minutes | Records Custodian |
| | | | ** **Release of official Semen Determination report is after 5 working days.** | |

3. **Blood Determination (Non-Criminal)**

The determination of the presence of the human blood in forensic samples.

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| **Office or Division:** | Medico-Legal Division<br>Serology Section (RFU, PFU, DFU) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Private Individual |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request (3 original copies) to be submitted to duty receiving officer at the Medico-Legal Division. | Requesting Party |
| 2. Submit evidence for examination (cotton swabbed from the crime scene, clothing, bedsheets with suspected blood stain, with suspected blood stain) submitted to duty receiving officer at the Medico-Legal Division | Requesting Party |
| 3.Payment of PHP 750.00 at any Land Bank of the Philippines (LBP) branch and present the official receipt to the duty receiving officer. | Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TOBE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit 3 copies original Letter Request /Court Order to duty receiving officer at Medico Legal Division | Check completeness of documentary requirement and receive the Letter Request. | None | 10 minutes | Duty Receiving Personnel |

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| 2. Submit evidence for examination (Cotton swab, cut portion of clothing, bedsheets with alleged blood stain) | Check the specimen submitted stated in the letter request. | None | 15 minutes | Duty Receiving Personnel |
| 3. Present Official Receipt (OR) from the Land Bank of the Philippines to receiving duty | 3.1. Record and assign a Case Number. | None | 20 minutes | Forensic Serologist |
| | 3.2. Inform the requesting party of the procedure to be conducted. | None | 5 minutes | Forensic Serologist |
| | 3.3. Specimen documentation and sampling. | None | 1 hour | Forensic Serologist |
| | 3.4. Perform the immune-chromatographic test. | None | 2 hours | Forensic Serologist |
| | 3.5. Prepare the final laboratory report. | None | 4 hours | Forensic Serologist |
| | 3.6. Review and approve the final report. | None | 4 hours | C, MLD |
| | 3.7. Sign the final report. | None | 8 hours | Chief of Staff, FG |
| 4. Present the stamped letter request, request Special Bank Receipt (SBR) and Official Receipt | Release the final laboratory report. | None | 20 minutes | Records Custodian |

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| from Land Bank to receiving duty | | | | |
| | | | ** **Release of official Semen Determination report is after 5 working days.** | |

## CHEMISTRY DIVISION

### 1. Drug Test (LTOFP/ PTCFOR)

Examination performed to determine the presence of Methamphetamine and THC-metabolites in the urine sample of an applicant for license to own and possess firearms and permit to carry firearms outside residence.

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| **Office or Division:** | PNP FG - Forensic Chemistry Division (FCD)<br>PNP Finance Service (FS) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen, |
| **Who may avail:** | Applicants for License to Own and Possess Firearms (LTOPF), Permit to Carry Firearms Outside Residence (PTCFOR) |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. One (1) original copy of valid government-issued identification card.<br>Examples:<br>a. Passport<br>b. Driver's License<br>c. Voter's ID/Certificate<br>d. PRC ID<br>e. Unified Multipurpose ID (issued by GSIS or SSS)<br>f. SSS Card<br>g. GSIS Card<br>h. OWWA E-Card (For Filipino Overseas Workers)<br>i. Police Clearance | a. DFA Consular or Satellite Office<br>b. LTO Branches<br>c. Local or Central COMELEC Office<br>d. PRC Main Office or Branches<br>e. SSS or GSIS Offices<br><br>f. SSS Offices<br>g. GSIS Offices<br>h. OWWA Regional Welfare Offices or at the OFW Lounges in NAIA Terminal 1 and 3.<br>i. PNP Stations |
| 2. 1 Original Copy of Official Receipt | PNP Finance Service |
| 3. FEO Online Account | Create account using the PNP Firearms and Explosive Office Official Website (https://feo.pnp-csg.org) or through e-gov app. |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Ensure that FEO Account is active and all listed requirements are uploaded. | None | None | None | Client |

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| The account should indicate that client is “for Drug Test.” | | | | |
| 2. Pay the Drug Testing Fee at Finance Service window at One-Stop Shop (OSS) and obtain original copy of the official receipt. | PNP Finance Service is a separate office from PNP Forensic Group. | PHP300.00 (Drug Testing Fee for Regular Applicants)<br><br>PHP240.00 (Drug Testing Fee for Senior Citizen/ PWD Applicants) | None (process belongs to FS) | Disbursing Officer Finance Service |
| 3. Present one original copy of a valid government-issued ID and the official receipt of the Drug Testing Fee issued by Finance Service, to the receiving officer at the Drug Test area of the OSS. | 3.1. Accept the ID and official receipt presented.<br><br>3.2. Issue 2 copies of the Voluntary Submission for the Conduct of Non-Criminal Drug Test Form and instruct applicant to fill out the necessary details in both copies. | None | 3.1. 5 min<br><br>3.2. 10 min | 3.1. Drug Test Personnel, FCD<br><br>3.2. Drug Test Personnel, FCD |
| 4. Fill-up 2 copies of the Voluntary Submission for the Conduct of Non-Criminal Drug Test | 4.1. Receive the 2 filled-up copies of the Voluntary Submission for the Conduct of Non-Criminal | None | 4.1. 15 min<br><br>4.2. 10 min | 4.1. Drug Test Personnel, FCD<br><br>4.3. Drug Test Personnel, |

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| Form and submit to the receiving officer at the drug testing area of the OSS. | Drug Test Form.<br><br>4.2. Submit the ID, official receipt, and Voluntary Submission for the Conduct of Non-Criminal Drug Test Form to the Verifier and instruct client to wait at the bench provided for clients. | | | FCD |
| 5. Wait at the bench provided for clients until called. | 5.1. Validate client information in the ID, official receipt and Voluntary Submission for the Conduct of Non-Criminal Drug Test Form if properly reflected to the applicant's FEO account.<br><br>5.2. Return the documents to the receiving officer.<br>5.3. Receiving officer to log all | None | 5.1. 20 min<br><br>5.2. 5 min<br><br>5.3. 15 min | 5.1. Drug Test Personnel, FCD<br><br>5.2. Drug Test Personnel, FCD<br><br>5.2. Drug Test Personnel, FCD |

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| | necessary information, assign a code to the applicant, and call client's name for issuance of sample bottle. | | | |
| 6. Proceed to the receiving officer and wait for issuance of sample bottle. | Issue sample bottle to applicant, and instruct to proceed to the sample collection area. | None | 10 min | Drug Test Personnel, FCD |
| 7. Proceed to the designated sample collection area and fill the bottle up to the brim, then submit the urine sample to the authorized specimen collector. | 7.1.Check if the urine sample submitted is enough.<br><br>7.2. Instruct applicant to seal the sample bottle with a masking tape marked with the time and date of collection, and applicant's signature. | None | 2 hours<br><br>10 min | Drug test Personnel, FCD<br><br>Drug test Personnel, FCD |
| 8. Seal the sample bottle with a masking tape marked with time and date of collection, and client's signature. | Accept sample bottle and return the ID, official receipt, and release client's copy of Voluntary Submission for the Conduct of Non-Criminal | None | 15 min | Drug test Personnel, FCD |

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| | Drug Test Form to the client. | | | |
| 9. None | 9.1. Conduct Screening Analysis.<br><br>9.1.1. **Negative result** for PTCFOR/Juridical - Prepare and sign laboratory report.<br><br>9.1.2. **Negative result** for LTOPF - Upload/ click the result of drug test in applicant's FEO System account.<br><br>9.2. Conduct confirmatory test on samples which tested positive in the screening analysis. Prepare and sign Laboratory report.<br><br>9.2.1. Positive result for PTCFOR/Juridical - Prepare and sign laboratory report. | None | 3 hours<br><br>2 days & 14 hours<br><br>1 day & 14 hours<br><br>4 days<br><br>2 days & 14 hours | 9.1. Duty Forensic Chemist, FCD<br><br>Duty Forensic Chemist, FCD<br><br>Duty Forensic Chemist, FCD<br><br>Duty Forensic Chemist, FCD<br><br>Duty Forensic Chemist, FCD |

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| | 9.2.2. Positive result for LTOPF - upload/click the result of drug test in applicant's FEO System account. | | 1 day & 14 hours | Duty Forensic Chemist, FCD |
| 10. None | Review and approve laboratory report. | None | 3 hours | Chief, FCD |
| 11. For LTOPF, check FEO Account for result.<br><br>For PTCFOR, present original copy of a valid government-issued ID to claim laboratory report at Forensic Chemistry Division, PNP Forensic Group at Camp Crame, QC. | 11.1. None<br><br>11.2. Check ID presented and release applicant's laboratory report. | None | None<br><br>5 minutes | None<br><br>Drug test Personnel, FCD |
| **TOTAL:** | | **PHP300.00** (Drug Testing Fee for Regular Applicants)<br><br>**PHP240.00** (Drug Testing Fee for Senior Citizen/PWD Applicants) | **2 days** (LTOPF with Negative Result)<br><br>**3 days** (PTCFOR with Negative Result)<br><br>**6 days** (LTOPF with Positive Result)<br><br>**7 days** (PTCFOR with Positive Result) | |

## POLYGRAPH DIVISION

### 1. Polygraph Examination

The polygraph examiner conducts examination on victim /complainant/witness /suspect to confirm or refute conflicting statements involving any suspicious activity or wrongdoing.

| | |
|---|---|
| **Office or Division:** | Polygraphy Division |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2B – Government to Business,<br>G2C – Government to Citizen,<br>G2G – Government to Government |
| **Who may avail:** | PNP, AFP, other investigative agencies, courts, juridical entity, and private individual or company |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request (1 Original Copy/ 1 Photocopy) | Requesting Party |
| 2. Initial Investigation Report/Facts of the Case (1 Original Copy and 1 Photocopy) | Requesting Party/ Investigative Bodies |
| 3. Notarized Affidavit of Consent, Examinee Suitability Info Sheet and valid ID of the Examinee (Forms will be provided by this Office) (1 Original Copy) | Requesting Party and Examinee |
| 4. Valid Identification Card (Government Issued) | Examinee |
| 5. Authorization Letter (1 Original Copy) | Authorized Representative |
| 6. PNP FG Forensic Examination Application and Order of Payment Form (1 Original Copy/ 2 Duplicate Copies) | Polygraphy Division |

| CLIENTSTEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the letter request in person or via email, along with other relevant attachments such as the Investigation | 1.1. Evaluate and properly receive the submitted letter of request, and log the information of the requesting | None | 15 minutes | **Duty Receiving Personnel** |

| | | | | |
|---|---|---|---|---|
| Report, Sworn Statements of the involved parties, and other supporting documents. | party.<br><br>1.2. Properly fill out and issue the Polygraph Request Form (PRF) to the requesting party, indicating the scheduled date of the examinee's polygraph examination, and secure a photocopy of the PRF for office records and reference. | | | |
| 2. Conduct a case conference upon determination of the nature of the case. | Evaluate the case at hand to rationalize the approach to the examinee and determine the appropriate Validated Polygraph Technique to be utilized. | None | 20 minutes | **Chief, Criminal Section/ Chief, Non-Criminal Section** |
| 3. Pay the examination fee at the nearest Landbank of the Philippines (LBP) branch and present the Official Receipt (OR) to the Duty Receiving Personnel at the Polygraphy Division office. | Verify the presented Official Receipt and record its details, particularly the SBR number, in the Trust Receipt Logbook. | Php1,000.00 | 5 minutes | **Duty Receiving Personnel** |

| | | | | |
|---|---|---|---|---|
| 4. Presentation of the examinee on the D-day, along with their government-issued valid ID, a duly notarized Affidavit of Consent, a properly filled-out Examinee Suitability Information Sheet, and the completion of the Self-Assessment Form at the receiving area of the Polygraphy Division. | 4.1. Conduct the pretest interview in the Polygraph Examination Room and fill out the Examinee Personal Information Sheet.<br><br>4.2. Conduct the polygraph examination on the examinee in the Polygraph Examination Room.<br><br>4.3. Evaluate and score the acquired polygraph data.<br><br>4.4. Draft, finalize, and approve the Polygraph Report.<br><br>4.5. Turn over the report to the Records Custodian for safekeeping of the polygraph case records. | None | 5 hours | **Designated Polygraph Examiner** |
| 5. Claiming of the Polygraph Report at the receiving area of the Polygraphy Division | 5.1. Properly release the polygraph report and explain the results to the requesting party.<br><br>5.2. Have the requesting party fill out the Online Client Satisfaction Measurement | None | 30 minutes | **Duty Receiving Personnel** |

| | | | | |
|---|---|---|---|---|
| | Survey (OCSMS). | | | |
| **TOTAL:** | | **PHP 1,000.00** | **6 hours and 10 minutes** | |

## List of Offices

| OFFICE | ADDRESS | CONTACT INFORMATION |
|---|---|---|
| National Headquarters Forensic Group | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 local 4216 cl@pnp.gov.ph |
| Medico-Legal Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7241 mldnhqcl@gmail.com |
| Forensic Chemistry Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 local 7244 opn.chem@gmail.com |
| DNA Laboratory Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 local 7249 dna.pnpcl@gmail.com |
| Questioned Document Examination Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7243 pnpclqded@gmail.com |
| Fingerprint Identification Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7247 fpidnhq@yahoo.com |
| Physical Identification Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7250 physicalidentification@gmail.com |
| Polygraphy Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7251 polygraph2021@gmail.com |
| Firearms Identification Division | PNP Forensic Group, Camp BGen Rafael T Crame, Quezon City | 7230401 loc. 7238 firearmsidentificationdivision @gmail.com |
| Quezon City Police District Forensic Unit | QCPD Stn 10, EDSA Quezon City | 352-33-37/ qcpdcrimelab@yahoo.com |
| Eastern Police District Forensic Unit | Nueve de Pebrero St., Mauway, Mandaluyong City | (02) 571-29-09/ epdcl@yahoo.com |
| Northern Police District Forensic Unit | Caloocan City PS, Samson Road, Sangandaan | 937-7563/ npdclo98@gmail.com |
| Southern Police District Forensic Unit | Camp Bagong Diwa, Lower Bicutan, Taguig City | 812-3781/ spdclo@yahoo.com |
| Manila Police District Forensic Unit | HQS MPD Office, UN Avenue, Ermita, Manila | 310-7527/ wpd_clo@yahoo.com |
| Regional Forensic Unit-National Capital Region | Camp Bagong Diwa, Lower Bicutan, Taguig City | 09924650234 ncr_clo@yahoo.com |
| Regional Forensic Unit 1 | Camp Florendo, San | (072) 607-64-65/ |

| | | |
|---|---|---|
| | Fernando City | rclo1@yahoo.com.ph |
| Regional Forensic Unit 2 | Camp Adduru, Tuguegarao City | (078) 3049-442/ rclo02@yahoo.com |
| Regional Forensic Unit 3 | Camp Olivas, San Fernando City, Pampanga | (045) 860-2931 rclo_three@yahoo.com |
| Regional Forensic Unit 4A (CALABARZON) | Camp Vicente Lim, Canlubang, Laguna | (049) 827-0693/ rclo_4a@yahoo.com |
| Regional Forensic Unit 4B (MIMAROPA) | Camp Efigenio C Navarro, Brgy Suqui, Calapan City | (043) 441-6405/ pnp_rclo4b@yahoo.com |
| Regional Forensic Unit 5 | Camp Simeon Ola, Legazpi City | (052) 0998-598-8078/ rclo5soco@yahoo.com.ph |
| Regional Forensic Unit 6 | Camp Martin Delgado, Iloilo City | (033) 509-9444/ pnp_rclo6@yahoo.com.ph |
| Regional Forensic Unit 7 | Camp Sotero Cabahug, Gorordo Ave, Cebu City | (032) 232-6997/ pnp.rclo7@gmail.com |
| Regional Forensic Unit 8 | Camp Ruperto Kangleon, Palo, Leyte | (053) 323-7730/ 0905-457-7336/pnprclo8@yahoo.com |
| Regional Forensic Unit 9 | Camp Batalla, Justice RT Lim Blvd, Zamboanga City | (062) 992-1449/ regionalcl9@yahoo.com |
| Regional Forensic Unit 10 | Camp Evangelista, Cagayan de Oro City | (088) 850-7911/ pnprclo10@yahoo.com.ph |
| Regional Forensic Unit 11 | Ecoland, Davao City | (082) 297-8646/ crimelab_davao@yahoo.com |
| Regional Forensic Unit 12 | Camp Fermin Lira, Gen. Santos City | (083) 552-2911/ pnp.rclo12@gmail.com |
| Regional Forensic Unit 13 | Camp Col. Rafael C Rodriguez, Libertad, Butuan City | (085) 816-0502/ 0999-9459-424 rclo13caraga@yahoo.com |
| Regional Forensic Unit CAR | Camp Bado Dangwa, La Trinidad | (074) 09-3903/ crimelab_car@yahoo.com |
| Regional Forensic Unit BAR | PC Hill, Cotabato City | (064) 421-2588/ rclo.armm@gmail.com / rclo.armm@yahoo.com |
| Regional Forensic Unit NIR | Bacolod City | 0916-281-3929 rfuniroperation@gmail.com |

**HIGHWAY PATROL GROUP (HPG)**

1. **Processing and Issuance of Motor Vehicle Clearance Certificate:**

**a. Transfer of Ownership**

Processing and issuance of Motor Vehicle Clearance Certificate for Transfer of Ownership of one second-hand motor vehicle or motorcycle.

| | |
|---|---|
| **Office/Division:** | Highway Patrol Group<br>Motor Vehicle Clearance Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C, G2B, & G2G |
| **Who may avail:** | All person of legal age |
| **TRANSFER OF OWNERSHIP** | |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Deed of Absolute Sale or Writ of Execution from court authorizing the transfer (NOTARY PUBLIC). (1 original & 1 photocopy) (with 2 valid id's from Vendor and vendee) | Notary Public<br>or<br>Regional Trial Court |
| 2. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. If vehicle is mortgaged, submit Cancellation/Release/Assumption of Mortgage original copies (from the company dealer of MV/Bank). (1 original copy & 1 photocopy per Cancellation/Release/Assumption of Mortgage) | From the company dealer of motor vehicle or bank institution |
| 4. If vehicle was acquired from a company/ corporation, submit Secretary's Certificate original copy. (1 original & 1 photocopy) | Company Secretary Board |
| 5. If the sale was made through a representative, submit Special Power of Attorney, original copy. (1 original & 1 photocopy) | Notary Public |
| 6. If MV was acquired from insurance company, certification from insurance company that subject MV was not declared a total loss/wrecked prior to sale. (1 original & 1 photocopy) | Insurance Company |
| 7. Macro Etching Certificate (1 | PNP-Forensic Service – Physical Identification |

| | |
|---|---|
| original) | Division |
| 8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy). | Land Bank of the Philippines – Cashier |

**b. Change of Engine/ Motor**

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Engine/Motor of one second-hand motor vehicle or motorcycle.

| CHANGE OF ENGINE/MOTOR | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Sales Invoice of the engine (1 original& 1 photocopy) | From the Engine Shop/Store |
| 2. LTO Certificate of Stock Reported of the engine (1 original & 1 photocopy) | Land Transportation Office |
| 3. Affidavit of Change Engine (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy) | Notary Public |
| 4. If engine was acquired from a private person or company/corporation, submit Deed of Sale of the engine (1 original & 1 photocopy) (with 2 valid id's from Vendor and vendee) | Company Secretary Board |
| 5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired engine (1 original & 1 photocopy) | Land Transportation Office |
| 6. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**c. Change of Chassis/Vin/Frame**

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Chassis/Frame of one second-hand motor vehicle or motorcycle.

| CHANGE OF CHASSIS/VIN/FRAME | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Sales Invoice of the chassis (1 original & 1 photocopy) | From the Engine Shop/Store |
| 2. LTO Certificate of Stock Reported | Land Transportation Office |

| | |
|---|---|
| of the chassis (1 original & 1 photocopy) | |
| 3. Affidavit of Change Chassis (duly notarized and to be executed by the owner and mechanic) (1 original & 1 photocopy) | Notary Public |
| 4. If chassis was acquired from a private person or company/corporation, submit Deed of Sale of the chassis (1 original & 1 photocopy) )(with 2 valid id's from Vendor and vendee) | Company Secretary Board |
| 5. LTO Certificate of Registration (CR) and Official Receipt (OR) covering the acquired chassis (1 original & 1 photocopy) | Land Transportation Office |
| 6. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 7. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**d. Change of Color**

Processing and issuance of Motor Vehicle Clearance Certificate for Change of Color of one second-hand motor vehicle or motorcycle.

| CHANGE OF COLOR | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Affidavit for Change Color (duly notarized and to be executed/signed by the owner and painter) (1 original & 1 photocopy) (with 2 valid ids) | Notary Public |
| 2. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

## e. Change of Body Design

Processing and issuance of Motor Vehicle Clearance Certificate for Change Body Design of one second-hand motor vehicle or motorcycle.

| CHANGE OF BODY DESIGN | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Affidavit for Change Body Design (duly notarized and to be executed/signed by the owner and builder (1 original & 1 photocopy) (with 2 valid ids)) | Notary Public |
| 2. Certificate of Registration (CR) and LTO Official Receipt (OR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

## f. Record Check

Processing and issuance of Motor Vehicle Clearance Certificate for Record Check of one second-hand motor vehicle or motorcycle.

| RECORD CHECK | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. LTO Certificate of Registration (CR) and Official Receipt (OR) (1 original & 1 photocopy) (with 2 valid ids of the owner) | Land Transportation Office |
| 2. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 3. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**g. Permit to Assemble**

Processing and issuance of Motor Vehicle Clearance Certificate for Permit to Assemble of one second-hand motor vehicle or motorcycle is in compliance with the New Registration – Assembled/Rebuilt.

| PERMIT TO ASSEMBLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Statement under oath by the owner containing the type, make and serial numbers of the engine and chassis and body, if any. (1 original & 1 photocopy) (with 2 valid ids of the owner) | Notary Public |
| 2. Complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the name/s and address/ess of the sources thereof (1 original & 1 photocopy) | Auto Shop/Store |
| 3. Macro Etching Certificate (1 original) | PNP Forensic Service – Physical Identification Division |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**h. New Registration of Brand New Locally Manufactured Motor Vehicle – Four Wheels and Above**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – four wheels and above.

| NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Sales Invoice (1 original & 1 photocopy) | Car Dealer |
| 2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. Stencil of both engine and chassis numbers. (1 original) | Car Dealer |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

i. **New Registration of Brand New Locally Manufactured Motorcycle**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Locally Manufactured Motor Vehicle – Motorcycle.

| NEW REGISTRATION OF BRAND NEW LOCALLY MANUFACTURED MOTORCYCLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Sales Invoice (1 original & 1 photocopy) | Motorcycle Dealer |
| 2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. Stencil of both engine and chassis numbers (1 original) | Motorcycle Dealer |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**j. New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels and Above**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – four wheels and above.

| NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTOR VEHICLE – FOUR WHEELS AND ABOVE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original & 1 photocopy) | Bureau of Customs |
| 2. Informal Entry (1 original & 1 photocopy) | Bureau of Customs |
| 3. Bill of Lading (1 original & 1 photocopy) | Bureau of Customs |
| 4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy) | Land Transportation Office |
| 5. Stencil of both engine and chassis numbers (1 original) | Car Dealer |
| 6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

### k. New Registration of Brand New Imported Manufactured Motorcycle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Brand New Imported Manufactured Motor Vehicle – Motorcycle.

| NEW REGISTRATION OF BRAND NEW IMPORTED MANUFACTURED MOTORCYCLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original, 1 photocopy) | Bureau of Customs |
| 2. Informal Entry (1 original, 1 photocopy) | Bureau of Customs |
| 3. Bill of Lading (1 original, 1 photocopy) | Bureau of Customs |
| 4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy) | Land Transportation Office |
| 5. Stencil of both engine and chassis numbers (1 original) | Motorcycle Dealer |
| 6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

### l. New Registration of Imported Second-Hand Motor Vehicle – Four Wheels and Above

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – four wheels and above.

| NEW REGISTRATION OF IMPORTED SECOND-HAND MOTOR VEHICLE – FOUR WHEELS AND ABOVE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original, 1 photocopy) | Bureau of Customs |
| 2. Informal Entry (1 original, 1 photocopy) | Bureau of Customs |
| 3. Bill of Lading (1 original, 1 photocopy) | Bureau of Customs |
| 4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original) | Land Transportation Office |
| 5. Macro Etching Certificate (1 original) | PNP-Forensic Service – Physical Identification Division |
| 6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

## m. New Registration of Imported Second-Hand Motorcycle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Second-Hand Motor Vehicle – Motorcycle.

| NEW REGISTRATION OF IMPORTED SECOND-HAND MOTORCYCLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original, 1 photocopy) | Bureau of Customs |
| 2. Informal Entry (1 original, 1 photocopy) | Bureau of Customs |
| 3. Bill of Lading (1 original, 1 photocopy) | Bureau of Customs |
| 4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy) | Land Transportation Office |
| 5. Macro Etching Certificate (1 original) | PNP-Forensic Service – Physical Identification Division |
| 6. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

## n. New Registration of Imported Completely Knocked Down Motor Vehicle

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Completely Knocked Down Motor Vehicle.

| NEW REGISTRATION OF IMPORTED COMPLETELY KNOCKED DOWN MOTOR VEHICLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original, 1 photocopy) | Bureau of Customs |
| 2. Informal Entry (1 original, 1 photocopy) | Bureau of Customs |
| 3. Bill of Lading (1 original, 1 photocopy) | Bureau of Customs |
| 4. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original, 1 photocopy) | Land Transportation Office |
| 5. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original, 1 photocopy) | Notary Public |
| 6. Macro Etching Certificate for MV with Gross Weight of 4,500 kg. & below | PNP Forensic Service – Physical Identification Division |

| | |
|---|---|
| (1 original) | |
| 7. Macro Etching Certificate of engine and chassis numbers if Gross Weight is more than 4,500 kg. (1 original) | PNP Forensic Service – Physical Identification Division |
| 8. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**o. New Registration of Imported Voluntary Payment Category**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Imported Voluntary Payment Category.

| NEW REGISTRATION OF IMPORTED VOLUNTARY PAYMENT CATEGORY | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. BOC Certificate of Payment (1 original & 1 photocopy) | Bureau of Customs |
| 2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) (1 original & 1 photocopy) | Land Transportation Office |
| 3. Macro Etching Certificate (1 original) | PNP-Forensic Service – Physical Identification Division |
| 4. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**p. New Registration of Assembled/Rebuilt Motor Vehicle**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Assembled/Rebuilt Motor Vehicle.

| NEW REGISTRATION OF ASSEMBLED/REBUILT MOTOR VEHICLE | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Sales Invoice of the engine and chassis (1 original & 1 photocopy) | Company or Dealer of engine and chassis |
| 2. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Engine (1 original & 1 photocopy) | Land Transportation Office |
| 3. LTO Confirmation Certificate or Certificate of Stock Report (CSR) of the Chassis (1 original & 1 photocopy) | Land Transportation Office |
| 4. Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder) (1 original & 1 photocopy) | Notary Public |
| 5. If engine and/or chassis was acquired from a private person or company, | Notary Public |

| | |
|---|---|
| Deed of Sale of the engine and/or chassis or both (1 original & 1 photocopy) | |
| 6. Certificate of Registration (CR) and LTO Official Receipt (OR) covering the acquired engine/chassis (1 original & 1 photocopy) | Land Transportation Office |
| 7. Macro Etching Certificate for MV w/ Gross Weight 4,500 kg & below (1 original) | PNP Forensic Service – Physical Identification Division |
| 8. Macro Etching Certificate of engine and chassis numbers if gross weight is more than 4,500 kg (1 original) | PNP Forensic Service – Physical Identification Division |
| 9. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines, Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines – Cashier |

**q. New Registration of Acquired Through Bidding**

Processing and issuance of Motor Vehicle Clearance Certificate for New Registration of Acquired Through Bidding.

| NEW REGISTRATION OF ACQUIRED THROUGH BIDDING | |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Original copy of Sales Invoice (1original, 1 photocopy) | Motor Vehicle and/or Motorcycle Company or Dealer |
| 2. Certificate of Award (1 original, 1 photocopy) | Awarding Institution/Company/Organization |
| 3. Macro Etching Certificate (1 original) | PNP-Crime Laboratory Group |
| 4. Certificate of Assignment (1 original, 1 photocopy) | Land Transportation Office |
| 5. Special Bank Receipt (All fees will be paid at the Land Bank of the Philippines Inc.) (1 original, 1 photocopy) | Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Go to the HPG – Motor Vehicle Clearance Division/Office/Station - Receiving | 1.1 Check the completeness and authenticity of all the original documents presented by the applicant. | None | 10 minutes | Administrative Officer |

| | | | | |
|---|---|---|---|---|
| Section to submit the required documents. Fill up the HPG Motor Vehicle Clearance Application Form (Orange or Pink color). | 1.2 If all documents presented are complete and genuine, give the applicant a copy of the application form and instruct him/her to accomplish it. | None | 10 minutes | Administrative Officer |
| | 1.3 Issue Order of Payment (OP) to the applicant. The fee or amount to be paid is indicated on the OP by the Receiving Officer. Instruct the applicant to pay the required fee indicated on the OP at any branches of the Land Bank of the Philippines Inc. (LBP) | None | 5 minutes | Administrative Officer |
| 2. Go to Land Bank of the Philippines (LBP) to pay the required fees indicated on the OP. The LBP will issue a Special Bank Receipt (SBR) as proof of payment. | 2. Land Bank of the Philippines is an entity outside of the PNP organization (Work Time Not Included) | | Land Bank of the Philippines (LBP) is an entity outside of the PNP organization (Work Time Not Included) | Cahier Staff Land Bank Philippines Inc (LBP) |
| 3.Go back to the Receiving Section MVCD – HPG and give the Receiving PNCO the original copy of | 3. Received from the applicant the copy of SBR, accomplished application form, and other documents and fill up an Action | None | 5 minutes | Administrative Officer |

| | | | | |
|---|---|---|---|---|
| the Special Bank Receipt (SBR) issued by LBP together with the accomplished application form and other documents. | Slip. Put the Original SBR with the accomplished Action Slip inside a folder containing the application form and submitted documents of the applicant.<br>Endorse to the next stage the applicant's Motor Vehicle and application folder containing the documents for Physical Inspection and Macro- etching examination. | | | |
| 4. Proceed to Motor Vehicle Inspection Section with the motor vehicle (MV) for the physical inspection and Macro-etching examination.<br><br>Get claim stub from HPG MV Inspector.<br><br>Macro-Etching Examination (Brand New motor vehicles and motorcycles, locally and imported manufactured, applying for original registration are not required to | 4.1 Physical Inspection of MV and Verification through Vehicle Information Management System (VIMS) | None | 10 Minutes | Administrative Officer |

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| undergo macro-etching under V. Tasks Para (c) of PNP HPG SOP No. 2 (Series of 2021) - Streamlining PNP MV Clearance Procedure) | | | | |
| | 4.2 Macro-Etching of the MV | None | 20 Minutes | Macro Etching Technicians/ Officers<br><br>PNP Forensic Service |
| | 4.3 Give the claim stub to the applicant | None | 5 Minutes | Administrative Officer |
| 5.Applicant awaits for the result of the motor vehicle clearance application | 5.1 Processing of application documents and records verification | None | 20 Minutes | Administrative Officer |
| | 5.2 Encoding and Printing of Motor Vehicle Clearance Certificate (MVCC) | None | 15 Minutes | Administrative Officer |
| | 5.3 Back to Processing for counter checking of printed Clearance Certificate | None | 10 Minutes | Administrative Officer |
| | 5.4 Motor Vehicle Clearance Certificate (MVCC) for signature | None | 5 Minutes | Administrative Officer |
| 6. The name of applicant will becalled/ announced once the MVCC is | 6.1 Sorting and stamping of printed Motor Vehicle Clearance Certificate | None | 5 Minutes | Administrative Officer |

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| ready for release and the applicant shall present the claim stub at the Motor Vehicle Clearance Office – Releasing Section to receive the MVCC being applied | (MVCC) | | | |
| | 6.2 Issue/ give the approved and duly signed MVCC to its applicant | None | 3 Minutes | Administrative Officer |
| | 6.3 Record the release and issued Motor Vehicle Clearance Certificate (MVCC) | None | 2 Minutes | Administrative Officer |
| | **TOTAL:** | **(Please refer to the "SCHEDULE OF TOTAL FEES TO BE PAID" Matrix/ Table)** | **2 Hours** | |

## SCHEDULE OF TOTAL FEES TO BE PAID AND TOTAL PROCESSING TIME

| TRANSACTION PURPOSE | TOTAL FESS TO BE PAID | TOTAL PROCESSING TIME |
|---|---|---|
| Transfer of Ownership | PHP 650.00 | 2 Hours |
| Change of Engine/Motor | PHP 650.00 | 2 Hours |
| Change of Chassis/VIN/ Frame | PHP 650.00 | 2 Hours |
| Change of Color | PHP 650.00 | 2 Hours |
| Change of Body Design | PHP 650.00 | 2 Hours |
| Record Check | PHP 650.00 | 2 Hours |
| Permit to Assemble | PHP 150.00 | 2 Hours |
| New Registration of Imported 2nd Hand Motor Vehicle – Four Wheels and above | PHP 550.00 | 2 Hours |
| New Registration of Imported Completely Knocked Down Motor Vehicle | PHP 550.00 | 2 Hours |
| New Registration of Imported Voluntary Payment Category | PHP 550.00 | 2 Hours |
| New Registration of Assembled/Rebuilt | PHP 550.00 | 2 Hours |
| New Registration of Acquired thru Bidding | PHP 550.00 | 2 Hours |
| New Registration of Imported Second Hand Motorcycle | PHP 450.00 | 2 Hours |
| New Registration of Brand New Local Manufactured Motor Vehicle – Four Wheels and above | PHP 200.00 | 2 Hours |
| New Registration of Brand New Imported Manufactured Motor Vehicle – Four Wheels and above | PHP 200.00 | 2 Hours |
| For New Registration of Brand New Local Manufactured Motorcycle | PHP 100.00 | 2 Hours |
| For New Registration of Brand New Imported Manufactured Motorcycle | PHP 100.00 | 2 Hours |

## Feedback and Complaints Mechanism

| FEEDBACK AND COMPLAINTS MECHANISM | |
|---|---|
| How to send feedback | 1. Answer the client feedback form and drop it at the designated drop box in front of the office.<br>2. Contact info: (02) 8723-0401 local 6296 or send e-mail at mvcdhpg@yahoo.com |
| How feedbacks are processed | Every day, the Admin Officer opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com |
| How to file a complaint | Complaints can be filed via telephone. Make sure to provide the following information: - Name of person being complained - Incident - Evidence For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or send email: mvcdhpg@yahoo.com |
| How complaints are processed | The Admin Officer shall check the email and telephone complaints on a daily basis and evaluates each complaint. Upon evaluation, the Admin Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The Admin Officer will create a report after the investigation and shall submit it to the OIC, MVCD for appropriate action. The Admin Officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com |
| Contact Information of CCB, PCC, ARTA | **ARTA**<br>(02) 8478-5093<br>complaints@arta.gov.ph<br><br>**PCC**<br>8888<br>pcc@malacanang.gov.ph<br><br>**CCB**<br>09088816565<br>email@contactcenterngbayan.gov.ph |

**List of Offices**

| Office | Address | Contact Information |
|---|---|---|
| **NATIONAL CAPITAL REGION** | | |
| Head Office | Highway Patrol Group - Motor Vehicle Clearance Division Camp BGen Rafael T Crame, Quezon City | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8723-0401 local 6296 or email: mvcdhpg@yahoo.com |
| La Loma Motor Vehicle Clearance Station | #62 P. Florentino St., corner Banawe, Brgy. Lourdes, Quezon City | For inquiries and follow-ups, clients may contact the following telephone number: 09452104316 or email lalomastation@yahoo.com |
| Valenzuela Motor Vehicle Clearance Station | #13 Maysan Road, Malinta, Valenzuela City | For inquiries and follow-ups, clients may contact the following telephone number: 09065153887 or email valenzuelastation@gmail.com |
| Novaliches Motor Vehicle Clearance Station | 2nd floor Sayto Bldg., Quirino Highway, Novaliches, Quezon City | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8958-0440 or email novaliches.mvco.pnp@gmail.com or novaliches_mvco@yahoo.com |
| 20th Avenue Motor Vehicle Clearance Station | 96 Mirasol St., Brgy. San Roque, Quezon City | For inquiries and follow-ups, clients may contact the following telephone number: 09952077905 or email qcextension@gmail.com |
| Las Piñas Motor Vehicle Clearance Station | LTO Compound, Talon I, Alabang-Zapote Road, Las Piñas City | For inquiries and follow-ups, clients may contact the following telephone number: 09193704881 or email lpcmvcs@gmail.com |
| Muntinlupa Motor Vehicle Clearance Station | LTO Compound, Brgy. Tunasan, Muntinlupa City | For inquiries and follow-ups, clients may contact the following telephone number: 09204597777 or email mvcs.munti@gmail.com |
| Northern District Highway Patrol Team | #93 Samson Road, Brgy. 1, Caloocan City | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8447-4388 or email ndhpt2016@gmail.com |
| Quezon City (Central) District Highway Patrol Team | Camp PMGen Tomas B Karingal, Sikatuna Village, Quezon City | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8426-1328 or email centralmvcs@yahoo.com |
| Eastern District | 327 Capt Henry P Javier, Pasig City | For inquiries and follow-ups, clients may contact the following telephone |

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|---|---|---|
| Highway Patrol Team | | number: (02) 8638-6529 or email edhpt@yahoo.com |
| Southern District Highway Patrol Team | 124 Domestic Road, 191, Pasay City | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8854-5667 or email pasaysmvcs@yahoo.com or pasayhpg@yahoo.com |
| Manila District Highway Patrol Team | Pier 8, PICO Bldg., North Harbor, Tondo, Manila | For inquiries and follow-ups, clients may contact the following telephone number: (02) 8243-4764 or email maniladistict_hpt@yahoo.com |

| **REGION 1** | | |
|---|---|---|
| Headquarters Regional Highway Patrol Unit 1 | Camp Diego Silang, Carlatan, City of San Fernando | For inquiries and follow-ups, clients may contact the following telephone number: 09199818384 or email rhpu1clearance@yahoo.com |
| Ilocos Norte Provincial Highway Patrol Team | BOE Compound, Brgy 23, P. Gomez St., Laoag City, Ilocos Norte | For inquiries and follow-ups, clients may contact the following telephone number: 09568418427 or email ilocosnorteptmo@yahoo.com |
| Ilocos Sur Provincial Highway Patrol Team | Mc Arthur Highway Barangay Bulag, Bantay, Ilocos Sur | For inquiries and follow-ups, clients may contact the following telephone number: 09553170564 or email ilocossurclearance@yahoo.com |
| Pangasinan Provincial Highway Patrol Team | Camp Antonio U Sison, Lingayen, Pangasinan | For inquiries and follow-ups, clients may contact the following telephone number: 09491480929 or email pangasinanhpg@yahoo.com |
| **REGION 2** | | |
| Headquarters Regional Highway Patrol Unit 2 | Isabela PPO, Baligatan, City of Ilagan, isabela | For inquiries and follow-ups, clients may contact the following telephone number: 09179747527 or email rtmotwo@yahoo.com |
| Nueva Vizcaya Provincial Highway Patrol Team | Dumlao Stadium, Bayombong, Nueva Vizcaya | For inquiries and follow-ups, clients may contact the following telephone number: 09171471498 or email phptvizcaya@yahoo.com |
| Cagayan Provincial Highway Patrol Team | Camp Tirso H Gador Brgy. 5, Tuguegarao City, Cagayan | For inquiries and follow-ups, clients may contact the following telephone number: 09053028032 or email cagayanphptmvcs@yahoo.com |
| Isabela Provincial Highway Patrol Team | Dubinan West, Santiago City, Isabela | For inquiries and follow-ups, clients may contact the following telephone number: 09150486543 or email hpgsantiago30@yahoo.com |

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|---|---|---|
| Quirino Provincial Highway Patrol Team | Zamora, Cabarroguis, Quirino | For inquiries and follow-ups, clients may contact the following telephone number: 09277434072 or email quirinophpt@yahoo.com |
| **REGION 3** | | |
| Headquarters Regional Highway Patrol Unit 3 | Camp Captain Julian Olivas, San Nicolas, City of San Fernando Pampanga | For inquiries and follow-ups, clients may contact the following telephone number: 09165171105 or email rtmo_three@yahoo.com |
| Aurora Provincial Highway Patrol Team | ATC Compound Sitio Setan BrgyCalabuanan Baler, Aurora | For inquiries and follow-ups, clients may contact the following telephone number: 09071342690 or email auroraphpt@yahoo.com |
| Bataan Provincial Highway Patrol Team | Bataan Government Center Ala-Uli Pilar Bataan | For inquiries and follow-ups, clients may contact the following telephone number: 09153585233 or email phptbataan@yahoo.com |
| Bulacan Provincial Highway Patrol Team | Camp Alejo Santos, Malolos City, Bulacan | For inquiries and follow-ups, clients may contact the following telephone number: 09159534518 or email bulacan_hpg3@yahoo.com |
| Nueva Ecija Provincial Highway Patrol Team | Burgos Ave., Cabanatuan City, Nueva Ecija | For inquiries and follow-ups, clients may contact the following telephone number: 09201119894 or email hpg_ne@yahoo.com |
| Tarlac Provincial Highway Patrol Team | Mc Arthur Highway, San Miguel, Tarlac City | For inquiries and follow-ups, clients may contact the following telephone number: 09472996032 or email tmgtarlachighwaypatrol3@yahoo.com |
| Pampanga Provincial Highway Patrol Team | Camp Tomas J Pepito, BrgySto Domingo, Angeles City | For inquiries and follow-ups, clients may contact the following telephone number: 09773320852 or email pampangahpg@yahoo.com |
| Zambales Provincial Highway Patrol Team | National Highway corner Albay St, Brgy Barretto, Olongapo City | For inquiries and follow-ups, clients may contact the following telephone number: 09272536103 or email phpt_zamb@yahoo.com |
| **REGION 4A** | | |
| Headquarters Regional Highway Patrol Unit 4A | Camp BGen Vicente Lim, Brgy Mayapa Canlubang Calamba City Laguna | For inquiries and follow-ups, clients may contact the following telephone number: 09282948296 or email rhpu4a.clearance@gmail.com |
| Cavite Provincial Highway Patrol Team | LTO Compound, Palico, Imus City, Cavite | For inquiries and follow-ups, clients may contact the following telephone number: 09277795105 or email hpgcavite@yahoo.com |

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| Laguna Provincial Highway Patrol Team | Camp BGen Paciano Rizal, Brgy Bagumbayan, Sta Cruz, Laguna | For inquiries and follow-ups, clients may contact the following telephone number: 09086430117 or email phptlaguna@yahoo.com |
| Batangas Provincial Highway Patrol Team | Camp Gen Miguel V Malvar, Kumintang Ilaya Batangas City | For inquiries and follow-ups, clients may contact the following telephone number: 09989984706 or email tmg_batangas@yahoo.com |
| Rizal Provincial Highway Patrol Team | Camp MGen Licerio I Geronimo, Brgy Dolores, Taytay, Rizal | For inquiries and follow-ups, clients may contact the following telephone number: 09185674042 or email hpgrizal@yahoo.com |
| Quezon Provincial Highway Patrol Team | Camp Guillermo Nakar, Lucena City Quezon | For inquiries and follow-ups, clients may contact the following telephone number: 09293626006 or email quezonhpg@yahoo.com |
| **REGION 4B** | | |
| Headquarters Regional Highway Patrol Unit 4B | Camp Efigenio C Navarro, Brgy. Suqui, Calapan, oriental Mindoro | For inquiries and follow-ups, clients may contact the following telephone number: 09178231844 or email mimaropa_05@yahoo.com |
| Occidental Mindoro Provincial Highway Patrol Team | Camp Winston Ebersole, Brgy San Roque, San Jose, Occidental Mindoro | For inquiries and follow-ups, clients may contact the following telephone number: 09473462705 or email edrickloja@yahoo.com |
| Marinduque Provincial Highway Patrol Team | Camp Maximo Abad, Brgy. Bangbangalon, Boac, Marinduque | For inquiries and follow-ups, clients may contact the following telephone number: 09392048143 or email marinduquehpgmorioness@yahoo.com |
| Romblon Provincial Highway Patrol Team | Brgy Upper Dapawan, Odiongan, Romblon | For inquiries and follow-ups, clients may contact the following telephone number: 09193122702 or email hpgodiongan20192@yahoo.com |
| Palawan Provincial Highway Patrol Team | Camp Higinio Mendoza, Brgy. Tiniguiban, Puerto Princesa City, Palawan | For inquiries and follow-ups, clients may contact the following telephone number: 09499906470 or email highwaypatrol4b_palawan@yahoo.com |
| **REGION 5** | | |
| Headquarters Regional Highway Patrol Unit 5 | Camp BGen Simeon A Ola, Legazpi City | For inquiries and follow-ups, clients may contact the following telephone number: 09063722271 or email rtmo5@yahoo.com |
| Camarines Norte Provincial | Vinzons Ave., Brgy. Binanuanan, Talisay, | For inquiries and follow-ups, clients may contact the following telephone number: 09331363584 or email |

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|---|---|---|
| Highway Patrol Team | Camarines Norte | cam_norteptmo@yahoo.com |
| Camarines Sur Provincial Highway Patrol Team | Concepcion Grande, Naga City, Camarines Sur | For inquiries and follow-ups, clients may contact the following telephone number: 09152196155 or email cam_surptmo@yahoo.com |
| Sorsogon Provincial Highway Patrol Team | Brgy.Guinlajon, Sorsogon City | For inquiries and follow-ups, clients may contact the following telephone number: 09062057769 or email phpt5sor@yahoo.com |
| Masbate Provincial Highway Patrol Team | Sitio Matungao, Brgy. Tugbo, Masbate City | For inquiries and follow-ups, clients may contact the following telephone number: 09175077279 or email hpgmasbate@yahoo.com.ph |
| Catanduanes Provincial Highway Patrol Team | Pier Site, Brgy. Salvacion, Virac, Catanduanes | For inquiries and follow-ups, clients may contact the following telephone number: 09163535217 or email phpt_cat@yahoo.com.ph |
| **REGION 6** | | |
| Headquarters Regional Highway Patrol Unit 6 | Camp Martin Teofilo Delgado, Port San Pedro, Iloilo City | For inquiries and follow-ups, clients may contact the following telephone number: 09184616998 or email rtmo_6@yahoo.com |
| Aklan Provincial Highway Patrol Team | Camp Pastor Martelino, New Buswang, Kalibo Aklan | For inquiries and follow-ups, clients may contact the following telephone number: 09385182127 or email phptaklan@yahoo.com |
| Antique Provincial Highway Patrol Team | Bugante Point, APPO, Brgy 4, San Jose, Antique | For inquiries and follow-ups, clients may contact the following telephone number: 09458476354 or email phptantique@gmail.com |
| Capiz Provincial Highway Patrol Team | DPWH Compound, Km 1, Roxas City, Capiz | For inquiries and follow-ups, clients may contact the following telephone number: 09125856139 or email phptcapiz2017@yahoo.com |
| Negros Occidental Provincial Highway Patrol Team | Camp Alfredo Montelibano Sr, Brgy Estefania, Bacolod City, Neg Occ | For inquiries and follow-ups, clients may contact the following telephone number: 09082711531 or email phptnegocc@yahoo.com |
| **REGION 7** | | |
| Headquarters Regional Highway Patrol Unit 7 | Camp Sotero Cabahug, Gorordo Avenue, Cebu City | For inquiries and follow-ups, clients may contact the following telephone number: 09165591369 or email rtmo7@yahoo.com |
| Bohol Provincial | Camp Francisco Dagohoy, JA Clarin | For inquiries and follow-ups, clients may contact the following telephone number: |

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| Highway Patrol Team | St, Tagbilaran City, Bohol | 09436449189 or email patrolteambohol@yahoo.com |
| Negros Oriental Provincial Highway Patrol Team | Capitol Area, Brgy Daro, Dumaguete City, Negros Oriental | For inquiries and follow-ups, clients may contact the following telephone number: 09675204729 or email hpgdgte@yahoo.com |
| Siquijor Provincial Highway Patrol Team | Capilay Spring Park, Brgy población, San Juan, Siquijor | For inquiries and follow-ups, clients may contact the following telephone number: 09288398426 or email phptsiquijojr@gmail.com |
| **REGION 8** | | |
| Headquarters Regional Highway Patrol Unit 8 | RTR Plaza, Tacloban City, Leyte | For inquiries and follow-ups, clients may contact the following telephone number: 09279520810 or email rhpu8@yahoo.com |
| Leyte North Provincial Highway Patrol Team | Camp Downes, Ormoc City, Leyte | For inquiries and follow-ups, clients may contact the following telephone number: 09271568812 or email provincialoffice@yahoo.com |
| Leyte South Provincial Highway Patrol Team | Brgy. Abgao, Maasin City, Leyte | For inquiries and follow-ups, clients may contact the following telephone number: 09776861586 or email provincialoffice@yahoo.com |
| **REGION 9** | | |
| Headquarters Regional Highway Patrol Unit 9 | Camp Batalla, JRT Lim Blvd., Zamboanga City | For inquiries and follow-ups, clients may contact the following telephone number: 09171194626 or email pnco_rtmo9@yahoo.com |
| Zamboanga Sibugay Provincial Highway Patrol Team | Poblacion Ipil, Zamboanga Sibugay | For inquiries and follow-ups, clients may contact the following telephone number: 09264061564 or email zambosibugay91@yahoo.com |
| Zamboanga Del Sur Provincial Highway Patrol Team | Camp Abelon, Pagadian City | For inquiries and follow-ups, clients may contact the following telephone number: 09778041653 or email pagadianzds@yahoo.com |
| Zamboanga Del Norte Provincial Highway Patrol Team | Eco Park Upper Turno, Dipolog City | For inquiries and follow-ups, clients may contact the following telephone number: 09382956164 or email hpg9_zanorte@yahoo.com |
| **REGION 10** | | |
| Headquarters Regional | Camp BGen Edilbrto Evangelista, Patag, | For inquiries and follow-ups, clients may contact the following telephone number: |

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| Highway Patrol Unit 10 | Cagayan de Oro City | 09177070455 or email rtmo10cdoc@yahoo.com |
| Bukidnon Provincial Highway Patrol Team | Camp Capt Ramon Onahon, Brgy 7, Malaybalay City, Bukidnon | For inquiries and follow-ups, clients may contact the following telephone number: 09778202012 or email phptbuk@gmail.com |
| Iligan City Highway Patrol Team | Tomas Cabili, Tipanoy, Iligan City | For inquiries and follow-ups, clients may contact the following telephone number: 09562678525 or email hpg_iligan@yahoo.com |
| Misamis Occidental Provincial Highway Patrol Team | Integrated Bus Terminal, Agora, Ozamis City, Misamis Occidental | For inquiries and follow-ups, clients may contact the following telephone number: 09053323108 or email misoccphpt@yahoo.com |
| Lanao Del Norte Provincial Highway Patrol Team | National Highway of Tubod, Lanao del Norte | For inquiries and follow-ups, clients may contact the following telephone number: 09354272456 or email phptlanaonte@yahoo.com |
| **REGION 11** | | |
| Headquarters Regional Highway Patrol Unit 11 | Candelaria St, Ecoland, Davao City | For inquiries and follow-ups, clients may contact the following telephone number: 09564031955 or email rhpueleven@gmail.com or rtmo11@yahoo.com |
| Davao del Norte Provincial Highway Patrol Team | DNPPO, Tagum City, Davao del Norte | For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com |
| Davao Del Norte PHPT Sub-Team (IGACOS) | Brgy Miranda, Babak District, Island Garden, City of Samal | For inquiries and follow-ups, clients may contact the following telephone number: 09182953052 or email phptdavnor@yahoo.com |
| Davao de Oro Provincial Highway Patrol Team | Brgy San Roque, Nabunturan, Davao de Oro | For inquiries and follow-ups, clients may contact the following telephone number: 09612675931 or email phptcomval@yahoo.com |
| Davao del Sur Provincial Highway Patrol Team | National Highway, Brgy Cogon, Digos City, Davao del Sur | For inquiries and follow-ups, clients may contact the following telephone number: 09473748277 or email hpgdigos11@yahoo.com |
| Davao Oriental | Government Center, Brgy. Dahican, Mati | For inquiries and follow-ups, clients may contact the following telephone number: |

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|---|---|---|
| Provincial Highway Patrol Team | City | 09099250772 or email hpgmati@yahoo.com |
| **REGION 12** | | |
| Headquarters Regional Highway Patrol Unit 12 | Camp Fermin G Lira Jr, General Santos City | For inquiries and follow-ups, clients may contact the following telephone number: 09186736700 or email rhpu12_clearance@yahoo.com |
| North Cotabato Provincial Highway Patrol Team | Osmeña Drive, Kidapawan City, North Cotabato | For inquiries and follow-ups, clients may contact the following telephone number: 09174840801 or email phptnorthcotabato@gmail.com |
| Sultan Kudarat Provincial Highway Patrol Team | Brgy. EJC Montilla, Tacurong City, Sultan Kudarat | For inquiries and follow-ups, clients may contact the following telephone number: 09382856182 or email sultankudarat_highwaypatrolteam@yahoo.com.ph |
| South Cotabato Provincial Highway Patrol Team | Prk. Alegria, Brgy. Morales, Koronadal City, South Cotabato | For inquiries and follow-ups, clients may contact the following telephone number: 09056413422 or email sotcot.phpt@gmail.com |
| General Santos Provincial Highway Patrol Team | Hadano Highway, Brgy. Labangal, General Santos City | For inquiries and follow-ups, clients may contact the following telephone number: 09261410277 or email gschptrhpu12@gmail.com |
| Sarangani Provincial Highway Patrol Team | Brgy. Poblacion Compound, Alabel, Sarangani Province | For inquiries and follow-ups, clients may contact the following telephone number: 09177213166 or email phptsarangani1204@gmail. com |
| **REGION 13** | | |
| Headquarters Regional Highway Patrol Unit 13 | Camp Rafael C Rodriguez, Libertad, Butuan City | For inquiries and follow-ups, clients may contact the following telephone number: 09559975758 or email rtmo13@yahoo.com |
| Agusan del Sur Provincial Highway Patrol Team | Governor D.O Plaza, Government Center, Patin-ay Prosperidad, Agusan del Sur | For inquiries and follow-ups, clients may contact the following telephone number: 09515129657 or email hpg13agusansur@yahoo.com |
| Surigao del Norte Provincial Highway | City Hall Coompound, Parruchu St., Surigao City, | For inquiries and follow-ups, clients may contact the following telephone number: 09257611754 or email hpg13surigaonorte@yahoo.com |

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|---|---|---|
| Patrol Team | Surigao del Norte | |
| Surigao del Sur Provincial Highway Patrol Team | Quizon St, BrgyBongtud, Tandag City, Surigao del Sur | For inquiries and follow-ups, clients may contact the following telephone number: 09128965637 or email hpg13surigaosur@yahoo.com |
| **REGION BAR** | | |
| Headquarters Regional Highway Patrol Unit BAR | PC Hill, Rosary Heights 1, Cotabato city | For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email rhpubar15@gmail.com |
| BASULTA Provincial Highway Patrol Team | Menzi, Isabela city, Basilan | For inquiries and follow-ups, clients may contact the following telephone number: 09363286623 or email alsonaripin@gmail.com |
| **REGION CAR** | | |
| Headquarters Regional Highway Patrol Unit CAR | #16 Government Center, Military Cut-off, Baguio City | For inquiries and follow-ups, clients may contact the following telephone number: 09278605073 or email rtmo_car@yahoo.com |
| Ifugao Provincial Highway Patrol Team | Lamut, Ifugao | For inquiries and follow-ups, clients may contact the following telephone number: 09175902248 or email ifugaophpt@yahoo.com.ph |
| Abra Provincial Highway Patrol Team | DPWH Motorpool, Zone 3, Bangued, Abra | For inquiries and follow-ups, clients may contact the following telephone number: 09216730942 or email abra_phpt@yahoo.com |
| Kalinga Provincial Highway Patrol Team | Camp P Duyan, BulanaoTabuk,Kalinga | For inquiries and follow-ups, clients may contact the following telephone number: 09558870904 or email kalinga_phpt@yahoo.com |
| Mountain Province Provincial Highway Patrol Team | Bontoc, Mountain Province | For inquiries and follow-ups, clients may contact the following telephone number: 09297772353 or email mtprov_phpt@yahoo.com |

## OFFICE OF THE MOTOR VEHICLE COMPLAINT SECTION

### 2. Issuance of Certificate of Nationwide Alarm (CNA)

Certificate of nationwide Alarm is issued to the complainant of stolen/carnapped vehicle. Certification is being issued upon submission/compliance of documents needed in filing of alarm and approval of the HPG Motor Vehicle Clearing Committee (MVCC) and the Director of HPG.

| | |
|---|---|
| **Office or Division:** | Office of the Motor Vehicle Complaint Section |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C/ G2G/G2B (Government to Citizen/ Government to Government/ Government to Businessman) |
| **Who may avail:** | Registered owner and authorized representative of motor vehicle |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Filled up Complaint Sheet – (1 original copy and 3 photocopies); | Motor Vehicle Complaint Section |
| 2. Police Report and Incident Record Form – (1 original copy and 3 photocopies); | Police Station having jurisdiction of the incident/transaction |
| 3. Validation Report from the concerned validating team; Stolen While Park Unattended and Forcible Taken (SWPU & FT) - (1 original copy and 3 photocopies); | National Capital Region-Intelligence Office and Special Operation Division-Intelligence Office (NCR-Intel Office and SOD-Intel Office) |
| 4. Original OR/CR or sales invoice of the Statement of Account and a photocopy of OR/CR authenticated by the financing company - (1 original copy and 3 photocopies); | Registered owner Applicant/Authorized representative of the registered owner if fully paid and Financing Company if Encumbered |
| 5. Secure authenticated copies of MV records from LTO - (1 original copy and 3 photocopies); | Lant Transportation Office (LTO Mother File) |

| | |
|---|---|
| 6. Filed Carnapping Case with IS# indicating the name of the suspect/s - (1 original copy and 3 photocopies); | Prosecutor's Office |
| 7. 2 PCs ignition keys of motor vehicle/motorcycles. (4 photocopies); | Registered Owner |
| 8. Insurance Policy – (4 photocopies) | Insurance Company |
| 9. Two (2) Valid identification cards with three (3) specimen signatures of the rightful owner and the person who has control of the MV when it was seized - (4 photocopies); | Registered Owner/Applicant/Authorized representative of the registered owner or Company<br><br>Registered |
| 10. Latest two (2) pieces of 2x3 picture of the rightful owner and the person who has control of the motor vehicle when it was seized - (4 photocopies) | Owner/Applicant/Authorized representative of the registered owner |
| 11. Deed of sale if possessor of the MV has not yet transferred in his name - (1 original copy and 3 photocopies) | Owner/Applicant/Authorized representative of the registered owner |
| 12. Secretary Certificate and Board Resolution stating the authorized representative of the company, if it is registered to a company - (1 original copy and 3 photocopies); | Company |
| 13. Special Power of Attorney for individual applicant, if the registered owner is not present - (1 original copy and 3 photocopies); | Registered Owner |
| 14. Death Certificate and Marriage Certificate (for surviving spouse) - (1 original copy and 3 photocopies); | Spouse/Relatives |
| 15. Extrajudicial Settlement (for surviving heirs) - (1 original copy and 3 photoco pies); | ives |
| 16. Prosecutor's Office Resolution - (1 original copy and 3 photocopies) | ecutor's Office |

| | |
|---|---|
| **Requirements for Radio Voice/Flash Alarm**<br><br>1. Fill-out Complaint Sheet/Sinumpaang Salaysay at Motor Vehicle Complaint Section (MVCS)- (1 copy original)<br>2. Valid ID of the Complainant/Victim - (1 original and photocopy)<br>3. Photocopy of OR/CR (if available) - (1 original or photocopy)<br>4. Copy of Police Report if reported at Local Police Stations- (1 original copy)<br>5. Registered owner/driver possessor of the MV. (1 photocopy of valid ID) | Registered Owner/Applicant/Authorized representative of the registered owner or Company<br><br>Registered Owner |
| **Categorized under the 24 hours validity period for Radio Voice/Flash Alarm**<br><br>1. Stolen While Parked Unattended<br>2. Forcibly Taken | |
| **Not included for 24 hours validity period:**<br><br>1. Complaints received from local police stations.<br>2. Complaint/s that originates from our office which falls under the category of Rent Tangay, Rent-Sangla, Failed to Return and Estafa | Local Police Stations having jurisdiction of the incident |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **NATIONWIDE ALARM** | | | | |
| 1. Initial Interview/fill up Complaint sheet/Sinumpaang Salaysay at Special Operation Division-Motor Vehicle Complaint Section (SOD MVCS)/ Reginal Highway Patrol Unit (RHPU's) | 1 Check the completeness of the documentary requirements | None | 20 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 2. Notary of Complaint Sheet at Special Operation Division-Motor Vehicle Complaint Section (SOD MVCS) | 2. Received and evaluate documents | None | 20 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 3.Submit/ photocopy of initial requirements at Special Operation Division-Motor Vehicle Complaint Section (SOD MVCS) | 3. Received and evaluate documents | None | 1 day | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 4. Submission of original requirements for Nationwide Alarm to Special Operation Division-Motor Vehicle Complaint Section (SOD MVCS) | 4.1 Approval of C, MVCS | None | 30 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 4.2 Watchlist | None | 20 mins | |
| | 4.4 Approval by HPG MVCC and Director of HPG | None | 10 days | |

| | | | | |
|---|---|---|---|---|
| | 4.5 Provide Alarm Number | None | 30mins | NUP- Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 4.6 Encoding VIMS | None | 1day | Motor Vehicle Clearance Division –(MVCD) |
| | 4.7 Releasing | None | 1day | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | Total | None | 14 days, 2 hours | |

3. **Issuance of Certificate of Lifting of Alarm**

Certificate of Lifting Alarm is issued to registered owner/authorized representative or applicant for lifting of alarm. Certification is being issued upon submission/compliance of the documents needed in filing of alarm and approval of the HPG Motor Vehicle Clearing Committee (MVCC) and the Director of HPG.

| | |
|---|---|
| **Office or Division:** | Office of the Motor Vehicle Complaint Section |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C/ G2G/G2B (Government to Citizen/ Government to Government/ Government to Businessman) |
| **Who may avail:** | Registered owner and authorized representative of motor vehicle |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Request form for Lifting of Alarm – (1 original copy); | Motor Vehicle Complaint Section (MVCS) |

| | |
|---|---|
| 2. Original OR/CR or sales invoice of subject MV. If the MV is encumbered, Certificate of Encumbrance and Statement of Account and a photocopy of OR/CR authenticated by the financing company – (1 original copy); | Applicant/Authorized representative of the registered owner if fully paid and Financing Company if Encumbered |
| 3. Lifting endorsement from concerned recovering RHPU's - (1 original copy); | Regional Highway Patrol Unit (RHPU's) |
| 4. Authenticated copies of MV records from LTO - (1 original copy); | Land Transportation Office (LTO) Mother File |
| 5. Complaint Sheet/filed carnapping case/Alarm sheet – (1 original copy) | Motor Vehicle Complaint Section (MVCS) Office |
| 6. Spot recovery Report or Affidavit of Self Recovery - (1 original copy); | Regional Highway Patrol Unit (RHPU's) and Police Station who recovered the vehicle |
| 7. Result of Macro Etching - (1 original copy); | Forensic Group |
| 8. Certificate of No Claims from insurance or Affidavit if No Claim (Notarized) - (1 original copy); | Insurance |
| 9. Picture of Motor Vehicle (rear/front) – (1 original copy) | Company/Registered owner |
| 10. Special Power of Attorney (if the registered owner is private individual - (1 original copy); | Registered owner Applicant/Authorized representative |
| 11. 2x3 picture of Applicant/ representative - (1 original copy) | Registered Owner/Applicant/ Authorized representative of the registered owner |
| 12. 2 pcs. Valid IDs of Applicant/representative with three (3) specimen signature - (1 original copy); | Registered Owner |
| 13. Death Certificate and Marriage Certificate (for surviving spouse) - (1 original copy); | Spouse/Relatives |
| 14. Extrajudicial Settlement (for surviving heirs) - (1 original copy); | Relatives |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **LIFTING OF ALARM** | | | | |
| 1. Fill up Application Form for Lifting of Alarm MVCS/RHPUs | 1. Check the completeness of the documentary requirements | None | 15 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 2. Notary of Lifting Form | 2. Received and evaluate documents | None (it depends on the rate of notary public) | 20 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 3. Macro-Etching Examination (FG) | 3. Conduct Macro-Etching examination and release Macro-Etching result | (Order of Payment issued by the Forensic Group to be paid at Landbank) | 4 days | PI Examiner, Forensic Group |
| 4. Submission of original requirements | 4.1 Check the completeness of the documentary requirements | None | 5 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 4.2 Preparations of IR/Memorandum (SOD-MVCS/RHPUs) | None | 2 days | |
| | 4.3 Approval of Investigation Report by the MVCC and D, HPG | None | 10days | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |

| | | | | |
|---|---|---|---|---|
| | 4.4 Encoding VIMS (MVCD) | None | 1 day | Motor Vehicle Clearance Division –MVCD |
| | 4.5 Releasing of approved Lifting Certificate | None | 1 day | Record Section, DDO Office |
| | Total | None | 18 days, 20 mins | |

4. **Issuance of Certificate of Non-Recovery (CNR)**

Certificate of Non-Recovery is issued to the registered owner/authorized representative or applicant for Certificate of Non-Recovery. Certification is being issued upon approval of the HPG Motor Vehicle Clearing Committee (MVCC) and the Director of HPG.

| | |
|---|---|
| **Office or Division:** | Office of the Motor Vehicle Complaint Section |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C/ G2G/G2B (Government to Citizen/ Government to Government/ Government to Businessman) |
| **Who may avail:** | Registered owner and authorized representative of motor vehicle |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Filled up application form – (1 original copy); | Registered owner/representative of registered owner |
| 2. Valid ID – (1 original copy); | Registered owner |
| 3. SPA is the applicant is representative (with attached valid ID of representative and owner - (1 original copy); | Registered owner |
| 4. Insurance Policy – (1 original copy) | Insurance Company |
| 5. Approved Nationwide Alarm folder/documents - (1 original copy); | HPG Motor Vehicle Complaint Section (MVCS) record custodian |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **NON-RECOVERY** | | | | |
| 1. Fill up Application Form for Certificate of Non-recovery (CNR) | 1. Check the completeness of the documentary requirements | None | 1 min | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 2. Submission of other requirements/verify alarm number from HPG Vehicle Information Management System (VIMS) | 2. Received documents and verify record from HPG Vehicle Information Management System (VIMS) | None | 5 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 3. Preparation of IR/Memorandum | 3. Prepare Investigation report/Memorandum | None | 1 day | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 3.2 Approval by HPG Motor Vehicle Clearing Committee (MVCC) and Director, HPG | None | 10 Days | HPG Motor Vehicle Clearing Committee (MVCC) and Director, HPG |
| | 3.35 Releasing | None | 2 mins | Record Section, DDO Office |
| | **Total** | **None** | **11days, 8 mins** | |

5. **Issuance of Certificate of Re-stamping**

Certificate of Re-stamping is issued to the registered owner/authorized representative or applicant for Certificate of Re-stamping. Certification is being issued upon submission/compliance of the documents needed in filing of re-stamping and approval of the HPG Motor Vehicle Clearing Committee (MVCC) and the Director of HPG.

| | |
|---|---|
| **Office or Division:** | Office of the Motor Vehicle Complaint Section |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C/ G2G/G2B (Government to Citizen/ Government to Government/ Government to Businessman) |
| **Who may avail:** | Registered owner and authorized representative of motor vehicle |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. First Endorsement from LTO (with MV inspection report and other documents) – (1 original copy); | Land Transportation Office (LTO) Mother File |
| 2. Original OR/CR, Vehicle sales invoice and deed of sale – (1 original copy); | Registered owner/representative of registered owner |
| 3. Affidavit of Re-stamping - (1 original copy); | Registered owner |
| 4. Affidavit of Mechanic (valid Id of mechanic)/Certification from manufacturer if the same metal of chassis/engine number when it was manufactured- (1 original copy); | Mechanic/Manufacturer |
| 5. Macro-Etching Result from Forensic Group – (1 original copy) | Forensic Group |
| 6. Picture of MV (Rear/front/left/right side) and affected area (chassis/engine) - (1 original copy); | Registered owner |

| | |
|---|---|
| 7. HPG Vims Print out - (1 original copy); | HPG Motor Vehicle Complaint Section (MVCS) Office |
| 8. Application form duly notarized with 2x3 picture and valid ID - (1 original copy); | Registered owner/representative of registered owner |
| 9. Special Power of Attorney (if the applicant is a representative of registered owner) - (1 original copy); | Registered owner |
| 10. Secretary certificate and board resolution authorizing the applicant to apply for re-stamping (if MV is registered to a company) - (1 original copy); | Company |
| 11. Death certificate and marriage certificate for surviving spouse and/or Extrajudicial settlement for surviving heirs (if registered owner died) - (1 original copy); | Spouse/Relatives |
| 12. Local Police Report (if involved in a vehicular accident) - (1 original copy); | Local Police Station having jurisdiction of the incident/transaction |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **RE-STAMPING** | | | | |
| 1. Fill up Application Form for Re-stamping | 1. Check the completeness of the documentary requirements | None | 15 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 2. Notary of Re-stamping request form | 2. Received and evaluate documents | None | 30 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 3. Macro-Etching Examination | 3. Conduct Macro-Etching examination and release Macro-Etching result | (Order of Payment issued by the Forensic Group to be paid at Landbank) | 4 days | PI Examiner, Forensic Group |
| 4.Submission of requirements | 4.1 Check completeness of the documents | None | 10 days | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |

| | | | | |
|---|---|---|---|---|
| | 4.2 Preparations of Investigation Report/ Memorandum Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) or Regional Highway Patrol Unit (RHPUs) | None | 10mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 4.3 Approval by HPG Motor Vehicle Clearing Committee (MVCC) and Director, HPG | None | 8 days | HPG Motor Vehicle Clearing Committee (MVCC) and Director, HPG |
| | 4.4 Releasing | None | 1 day | Record Section, DDO Office |
| | **Total** | **None** | **13days, 26 mins** | |

## 6. Issuance of Certificate of Deletion/Correction of Entry

Certificate of Deletion/Correction of Entry is issued to the registered owner/authorized representative or applicant for Certificate of Deletion/Correction of Entry. Certification is being issued upon submission/compliance of the documents needed in filing of Deletion/Correction of Entry and approval of the HPG Motor Vehicle Clearing Committee (MVCC) and the Director of HPG.

| | |
|---|---|
| **Office or Division:** | Office of the Motor Vehicle Complaint Section |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C/ G2G/G2B (Government to Citizen/ Government to Government/ Government to Businessman) |
| **Who may avail:** | Registered owner and authorized representative of motor vehicle |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original OR/CR, if encumbered, certificate of encumbrance and certified photocopy of OR/CR by the financing company – (1 original copy); | Registered owner |
| 2. Deed of sale (if the rightful owner of the MV has not yet transferred the ownership at the LTO) – (1 original copy); | Registered owner |
| 3. Vehicle sales invoice - (1 original copy); | Registered owner |
| 4. Secretary certificate with board resolution if the MV is company owned (with attached valid ID of representative and corporate secretary- (1 original copy); | Company |
| 5. LTO pullout Record and Plate Verification – (1 original copy) | Land Transportation Office (LTO) Mother File |
| 6. Macro-Etching Examination Result - (1 original copy); | Forensic Group |
| 7. Picture of MV (rear/front/left/right) - (1 original copy); | Registered owner |

| | |
|---|---|
| 8. Duly notarized Application Form for Deletion/Correction of Entry with 2x3 picture and valid ID of registered owner/authorized representative - (1 original copy); | Registered owner |
| 9. Special Power of Attorney (if the applicant is a representative of registered owner) - (1 original copy); | Registered owner |
| 10. Death certificate and Marriage certificate for surviving Spouse and/or Extrajudicial settlement for surviving relatives (if registered owner is dead) - (1 original copy); | Spouse/Relatives |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **NON-RECOVERY** | | | | |
| 1. Fill up Application Form for Deletion/Correction of Entry | 1. Check the completeness of the documentary requirements | None | 3 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 2. Notary of Deletion/Correction of Entry form | 2. Received documents and verify record from HPG Vehicle Information Management System (VIMS) | None | 5 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| 3. Macro-Etching Examination | 3. Conduct Macro-Etching examination and release Macro-Etching result | (Order of Payment issued by the Forensic Group to be paid at Landbank) | 4 days | PI Examiner, Forensic Group |
| 4. Submission of requirements | 4.1 Endorsement and Approval of folder/CNR request to the HPG MVCC and Director, HPG | None | 5 mins | Duty Investigator-Special Operation Division- Motor Vehicle Complaint Section (SOD-MVCS) |
| | 4.2 Preparations of Investigation Report /Memorandum (SOD-MVCS/RHPUs) | None | 2 days | |
| | 4.3 Approval by HPG MVCC and Director, HPG | None | 8 days | HPG MVCC and Director, HPG |

| | | | | |
|---|---|---|---|---|
| | 4.4 Encoding VIMS (MVCD) | None | 1 day | Motor Vehicle Clearance Division –MVCD |
| | 4.5 Releasing | None | 2mins | Record Section, DDO Office |
| | **Total** | **None** | **15 days, 15 mins** | |

| **FEEDBACK AND COMPLAINTS MECHANISM** | |
|---|---|
| How to send feedback? | Filled up the client feedback form and drop it in the drop box inside the office. |
| How feedbacks are processed? | Investigator on duty will collect the drop box daily record feedbacks from clients and compilations purposes. Feedback that requires replies were endorsed to office concern with guidance to answer the complaint appropriately within three days. Client may either lodged their complaint to Motor Vehicle Complaint Section thru Telephone Number 7230401 local 6298 and/or reach us at E-mail: milsab73@gmail.com |
| How to file a complaint | Fill-out the Complaint Form and drop it in the drop box inside the office. Complaints may also be filed via telephone call. For clarity purposes, client is advised to disclose the following information in the complaint to wit: - Name of officer being complained – Evidence, if any. For inquiries and follow-ups, clients may contact the following Telephone Number 7230401 local 6298 and/or reach us at E-mail: milsab73@gmail.com |
| How complaints are processed? | The investigator on duty checks the complaints affidavit on daily basis and evaluates each complaint. Upon evaluation, the Duty Officer shall make the investigation report and forward the complaint to Chief, MVCS the documents forwarded to the committee for signature and approval for Director, HPG. The documents forwarded to MVCD |

| | |
|---|---|
| | encoder to be include in the Vehicle Information Management System (VIMS). For inquiries and follow-ups, clients may contact the following telephone number 7230401 local 6298 and/or reach us at E-mail: milsab73@gmail.com |
| Contact Information of CCB, PCC, ARTA | ARTA:8-478-5093<br>complaints@arta.gov.ph<br><br>PCC: pcc@malacanang.gov.ph<br>8888<br><br>CCB: email@contactcenterngbayan.gov.ph<br>0908-881-6565 |

**List of Offices**

| Office | Address | Contact Information |
|---|---|---|
| Head Office | Office of the HPG,<br>Headquarters, MVCD Bldg.<br>Camp BGen. Rafael T Crame, Quezon City | For inquiries and follow-ups, clients may contact the following Telephone Number 7230401 local 6298 and/or reach us at E-mail: milsab73@gmail.com |

## POLICE COMMUNITY AFFAIRS AND DEVELOPMENT GROUP (PCADG)

### 1. Walk-In Complaint Management Process

The Police Community Affairs and Development Group (PCADG) established a frontline service known as “Walk-In Complaint Management Process” under Complaints and Referral Monitoring Center (CRMC), for the community where they can lodge their complaint. Their complaint will be referred to the unit concerned or other government agency for disposition of the case.

| | |
|---|---|
| **Office or Division:** | Complaints and Referral Monitoring Center (CRMC) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen), G2G (Government to Government), G2B (Government to Business) |
| **Who may Avail:** | All, Government Agency/Employee, Business Entity |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. One Complaint/Request Form | Complaint Monitoring/Complaint Referral Section |
| 2. One Referral Letter | Complaint Monitoring/Complaint Referral Section |
| 3. One Customer/Client Satisfaction Survey Form | Complaint Monitoring/Complaint Referral Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| Step 1<br><br>Proceed to Investigator’s Table, present Identification Card and let know his/her complaint/ concern. Present pertinent documents if there is any. | 1. Interview the client and assess the complaint/ concern (Counsel the client if need be and applicable) | None | 12 Minutes | *Duty Investigator*<br>CM/CRS, CRMC |
| | 1.2 Provide | | | |

| | | | | |
|---|---|---|---|---|
| | Complaint/ Request Form to the client | None | | *Duty Investigator* CM/CRS, CRMC |
| Step 2<br><br>Fills out the Complaint/ Request Form. | 2.1 Assist the client in filling out the Complaint/<br><br>Request Form | None | 5 Minutes | *Duty Investigator* CM/CRS, CRMC |
| | 2.2 Evaluate the complaint/ concern for completenes s of details. | None | 3 Minutes | *Duty Investigator* CM/CRS, CRMC |
| | 2.3 Prepare Referral Letter. | None | 4 Minutes | *Duty Investigator* CM/CRS, CRMC |
| | 2.4 Review and approve the Referral Letter | None | 2 Minutes | *Division Chief* CRMC - PCADG |
| | 2.5 Provide Survey Form to the Client | None | 1 Minute | *Duty Investigator* CM/CRS, CRMC |
| Step 3 Receive a copy of the Referral Letter and accomplish Survey Form. | 3.1 Encode the complaint/ concern into the Complaints and Referral Monitoring Information System (CRMIS) | None | 2 Minutes | *Duty Investigator* CM/CRS, CRMC |

| | | | | |
|---|---|---|---|---|
| | for referral to action unit | | | |
| | 3.2 Record and file the Survey Form | None | 1 Minute | *Duty Investigator* CM/CRS, CRMC |
| TOTAL | None | 30 minutes | | |

**Ireport Mo Kay Tsip (SMS) 0917-8475757 Complaint**

**2. Management Process**

The Police Community Affairs and Development Group (PCADG) established a Short Messaging System (SMS) hotline service known as “Ireport Mo Kay Tsip” under the Complaints and Referral Monitoring Center (CRMC), for the community where they can report incident regarding peace and order concerns or complain. Their complaint will be referred to the unit concerned or other government agency for disposition of the case.

| | |
|---|---|
| **Office or Division:** | Complaints and Referral Monitoring Center (CRMC) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen), G2G (Government to Government), G2B (Government to Business) |
| **Who may Avail:** | All, Government Agency/Employee, Business Entity |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. One Text Message containing information of complainant and the complaint (5Ws and 1H) | SMS and Hotline Section |
| 2. Mobile number of complainant | SMS and Hotline Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| Step 1<br><br>Send complaint/ concern to CRMC through SMS Portal 09178475757 | 1.1 Evaluate the complete ness of the complaint/ concern. | None | 4 Minutes | *Duty System Operator*<br>SMS and Hotline Section |
| | 1.2 Encode the client's complaint/ concern into the CRMIS for referral to action unit. | None | 5 Minutes | *Duty System Operator*<br>SMS and Hotline Section |
| | 1.3 Send feedback to the client that his/her complaint/ concern has already been referred to concerned unit | None | 1 Minute | *Duty System Operator*<br>SMS and Hotline Section |
| TOTAL: | | None | 10 Minutes | |

| **FEEDBACK AND COMPLAINTS MECHANISM** | |
|---|---|
| How to send feedback | Feedback is sent through Email or Short Messaging System (SMS). |
| How feedback is processed | Duty PNCO performs the following:<br><br>1. Receive the action taken on the referral from the concerned unit/agency through CRMIS/Email; and<br><br>2. Provide feedback to the complainant through Email or SMS. |
| How to file a complaint | Access the E-sumbong CRMIS portals. |

| | |
|---|---|
| How complaint is processed | Duty PNCO/Action Officer evaluates and refers the complaint/concern to responsible offices. |
| Contact Information of CCB, PCC, ARTA | Contact Center ng Bayan (CCB)<br>0908-881-6565<br><br>Presidential Complaint Center (PCC):<br>+63(2)-8736-8645/ +63(2)-8736-8603<br>+63(2)-8736-8629<br>+63(2)-8736-8621<br><br>Anti-Red Tape Authority<br>complaints@arta.gov.ph<br>8478-5093 |

List of Offices

| Office | Address | Contact Information |
|---|---|---|
| PCADG-CRMC-Complaints Referral/Complaints Monitoring Section | Camp BGen Rafael T Crame, Quezon City | 0917-7907214<br><br>(02) 723-0401 Local 7054 |
| PCADG-CRMC-SMS and Hotline Center | Camp BGen Rafael T Crame, Quezon City | 0917-8475757 |

| WEBSITE POSTING |
|---|
| https://pcadg.pnp.gov.ph |

## PNP RETIREMENT AND BENEFIT ADMINISTRATION SERVICE (PRBS)

### 1. Commutation of Accrued Leave (CAL) Claim

One of the mandates of the PRBS is to process the Commutation of Accrued Leave (CAL) claim to commute the monetary value of their accrued leave earned credit. The submission of CAL by way of manual method for those separated PNP personnel (e.g. DFR, AWOL, Resigned, Dismissed, and Termination) while for the Compulsorily and Optionally retiring/retired PNP personnel through online application using the PNP Automated Retirement Processing System (PARPS).

The documentary requirements of CAL claim for the online application will be uploaded by the issuing concerned PNP offices/units in PARPS such as Directorate for Personnel and Records Management, Directorate for Logistics, Directorate for Comptrollership and Finance Service prior downloading, printing and for processing by the PRBS.

The start of the implementation of such online application for the Compulsorily and Optionally retiring/retired PNP Personnel, the retirement date falls in **January 2025.**

#### a. Processing of CAL through PARPS for Compulsorily and Optionally Retiring/Retired PNP Personnel

| | |
|---|---|
| **Office or Division:** | Retirement Claims & Fund Management |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C Government to Citizen) |
| **Who may avail:** | Compulsory and Optional Retiree |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE**<br>**(To be uploaded in PARPS)** |
| 1. Retirement/Separation Order (one original, one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 2. Updated Service Record (one original, one photocopy) | |
| 3. Commutation Order (one original, one photocopy) | |
| 4. Latest Promotion Order (one original, one photocopy) | |
| 5. Non-Money-Property Accountability (one original, one photocopy) | Last unit assignment of the applicant |
| 6. Certificate of Last Payment (one original, one photocopy) | PNP Finance Service |

| | |
|---|---|
| 7. Statement of Assets Liabilities and Net Worth (SALN) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 8. Directorate for Comptrollership (DC) Clearance (one original, one photocopy) | Directorate for Comptrollership |
| 9. Directorate for Logistics (DL) Clearance (one original, one photocopy) | Directorate for Logistics |
| 10. Pre-Retirement Seminar Certificate (one original, one photocopy) | Exit Program Special Project Division, PNP Retirement Benefits Administration Service (EPSPD, |
| 11. Affidavit of Authority to Deduct (if deemed needed for overpayment and/or property accountability) (one original, one photocopy) | PNP Finance Service |
| 12. STI1 (ATM Account No.) (one original, one photocopy) | Land Bank of the Philippines-Bank Branch |
| 13. 2x2 picture w/ nametag (2 pieces) | Applicant/ Retiring/Retired PNP Personnel |
| 14. Contact Number | Applicant/ Retiring/Retired PNP |
| 15. Family Information Sheet (Retiree's beneficiary/ies) (one original, one photocopy) | PNP Retirement Benefits Administration Service-Documentation Section, RCFMD |

| CLIENT STEPS (Online Application) | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Sign up and log in to PARPS and upload 2x2 picture | 1.1 Evaluate, scrutinize and crossmatch es the uploaded documents | None | 20 minutes | PARPS Checker, Documentation & Clearance Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.2 Record in the database | | | |
| | 1.3 Download, print and arrange the documents prior forwarding to CAL Section for processing | None | 10 minutes | PARPS Duty Printing PNCO, Documentation & Clearance Section, RCFMD, PRBS |
| | 1.4 Verify authenticity, legality, and validity of the documents<br><br>1.5 Encode in the PDLIS the data of the retirees prior preparation of computation sheet and Disbursement Voucher (DV)<br><br>1.6 Sign the DV and computation sheet and record in the logbook<br><br>1.7 Update status on the Retirement Monitoring System (RMS) and PARPS for review of | None | 20 minutes | Processor, CAL Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | C, CAL Section, RCFMD | | | |
| | 1.8 Re-evaluate the documents and correctness of computation<br><br>1.9 Sign and countersign computation sheet and DV<br><br>1.10 Forward to Assistant Chief, Retirement Claims and Fund Management Division (AC, RCFMD) for countersigning the DV and computation sheet<br><br>1.11 Update status on PARPS for approval of C, RCFMD | None | 10 minutes | Chief, CAL Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.12 Re-evaluate the documents and correctness of computation<br><br>1.13 Countersign computation sheet and DV<br><br>1.14 Forward the processed CAL claim folder to Chief, Retirement Claims and Fund Management Division (C, RCFMD) | None | 5 minutes | Assistant Chief, CAL Section, RCFMD, PRBS |
| | 1.15 Review the validity and authenticity of the documents and sign the computation sheet and DV<br><br>1.16 Approve the CAL application through PARPS | None | 8 minutes | Chief, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.17 Consolidate and review the processed CAL claim<br><br>1.18 Prepare endorsement to Accounting Division, Directorate for Comptrollership (DC) for batching and funding for signature of the Director, PRBS<br><br>1.19 Scan the signed computation sheet and DV and forward same to the processor the soft copy for uploading to PARPS | None | 15 minutes | Drafter/Statistician, Documentation & Clearance Section, RCFMD, PRBS |
| | 1.20 Countersign the memo endorsement and endorse to Chief of Staff | None | 5 minutes | C, RCFMD, PRBS |
| | 1.21 Countersign the memo endorsement and endorse to Deputy | None | 5 minutes | Chief of Staff, PRBS |

| | | | | |
|---|---|---|---|---|
| | Director | | | |
| | 1.22 Countersign the memo endorsement and endorse to Director | None | 5 minutes | Deputy Director, PRBS |
| | 1.23 Sign the endorsement memo | None | 5 minutes | Director, PRBS |
| | 1.24 Attach signed endorsement with processed claim folders<br><br>1.25 Forward to the Message Center, Admin Office for dispatch to DC | None | 5 minutes | Drafter/Statistician, Documentation & Clearance Section, RCFMD, PRBS |
| | 1.26 Dispatch processed claim folders to Accounting Section, DC | None | 10 minutes | Message Center, Admin Office, PRBS |
| | 1.27 Update the Retirement Monitoring System (RMS) on date of memo received by the DC and inform claimant through Hotline numbers or Short Message | None | 2 minutes | Drafter/ Documentation & Clearance Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | Service (SMS) | | | |
| | 1.28 End of PRBS transaction | | | |
| **TOTAL**: | | None | 2 HOURS AND 5 MINUTES | |

**b. Processing of CAL through Manual Method for Separated PNP Personnel**

| | |
|---|---|
| **Office or Division:** | Retirement Claims & Fund Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | PNP Personnel separated from the Service through TPPD, Resignation, Dismissal, Dropped from the Roll and Termination |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Separation Order<br>(one original, one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 2. Updated Service Record<br>(one original, one photocopy) | |
| 3. Commutation Order<br>(one original, one photocopy) | |
| 4. Latest Promotion Order<br>(one original, one photocopy) | |
| 5. Non-Money-Property Accountability<br>(one original, one photocopy) | Last unit assignment of the applicant |
| 6. Certificate of Last Payment<br>(one original, one photocopy) | PNP Finance Service |
| 7. Statement of Assets Liabilities and Net Worth (SALN)<br>(one original, one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |

| | |
|---|---|
| 8. Directorate for Comptrollership (DC) Clearance<br><br>(one original, one photocopy) | Directorate for Comptrollership |
| 9. Directorate for Logistics (DL) Clearance<br><br>(one original, one photocopy) | Directorate for Logistics |
| 10. Affidavit of Authority to Deduct (if deemed needed for overpayment and/or property accountability)<br><br>(one original, one photocopy) | PNP Finance Service |
| 11. STI1 - ATM Account No.<br>(one original, one photocopy) | Land Bank of the Philippines-Bank Branch |
| 12. 2x2 picture w/ nametag (2 pieces) | Applicant/ Retiring/Retired PNP Personnel |
| 13. Contact Number | Applicant/ Retiring/Retired PNP Personnel |
| 14. Family Information Sheet (Retiree's beneficiary/ies) for TPPD personnel<br><br>(one original, one photocopy) | PNP Retirement Benefits Administration Service-Documentation Section, RCFMD |

| CLIENT STEPS (Manual Processing) | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit complete documents for CAL application claim in HPRBS | 1.1 Receive complete requirements<br><br>1.2 Record in the database and logbook<br><br>1.3 Endorse claim folders to Documentation & Clearance Section, RCFMD | None | 15 minutes | Admin PNCO, Quality Service Lane (QSL), Administrative Office, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.4 Receive and encode CAL folders<br><br>1.5 Forward CAL folders to Documentation & Clerance Section, RCFMD | None | 5 minutes | Admin PNCO, Message Center, Admin, PRBS |
| | 1.6 Receive and evaluate the completeness of the CAL folders<br><br>1.7 Evaluate the completeness of the submitted documents<br><br>1.8 Record in the database<br><br>1.9 Endorse claim folders to processors | None | 15 minutes | Admin PNCO, Documentation & Clearance Section, RCFMD, PRBS |
| | 1.10 Verify authenticity, legality, and validity of the submitted documents<br><br>1.11 Encode the retirees' data through Retirement Monitoring System (RMS)<br><br>1.12 Prepare computation sheet and Disbursement Voucher (DV) | None | 25 minutes | Processor, CAL Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.13 Re-evaluate the documents and correctness of computation<br><br>1.14 Countersign computation sheet and DV<br><br>1.15 Endorse same to Chief, RCFMD for signature | None | 5 minutes | Chief, CAL Section, RCFMD, PRBS |
| | 1.16 Confirm validity and authenticity of documents<br><br>1.17 Check correctness of computation<br><br>1.18 Review and sign the computation sheet and DV | None | 5 minutes | Chief, RCFMD, PRBS |
| | 1.19 Consolidate processed CAL claims<br><br>1.20 Update claim status in the Retirement Monitoring System (RMS)<br><br>1.21 Prepare endorsement memo to Accounting Division, Directorate for | None | 15 minutes | Drafter/Statistician, Documentation & Clearance Section, RCFMD, PRBS |

| | | | | |
|---|---|---|---|---|
| | Comptrollership (DC) for batching and funding for signature of Director, PRBS | | | |
| | 1.22 Countersign the endorsement memo and endorse to Chief of Staff | None | 5 minutes | C, RCFMD, PRBS |
| | 1.23 Countersign the endorsement memo and endorse to Deputy Director | None | 5 minutes | Chief of Staff, PRBS |
| | 1.24 Countersign the endorsement memo and endorse to Director | None | 5 minutes | Deputy Director, PRBS |
| | 1.25 Sign the endorsement memo | None | 5 minutes | Director, PRBS |
| | 1.26 Attach signed endorsement memo to the processed claim<br><br>1.27 Endorse to the Admin Office for dispatch to DC | None | 5 minutes | Chief, RCFMD, PRBS |
| | 1.28 Dispatch processed claim folders to Accounting Section, | None | 10 minutes | Admin PNCO, Message Center, Admin Office, PRBS |

| | | | | |
|---|---|---|---|---|
| | DC | | | |
| | 1.29 Update the RMS on dates of memo received by the DC and inform claimant through Hotlines or SMS | None | 2 minutes | Drafter/ Documentation Section, RCFMD, PRBS |
| | 1.30 Scan CAL processed folder prior endorsement to Records Section, Admin Office for file copy/ future reference | None | 1 minute | (Scanner/Encoder of Documents/ Clearances and Record Custodian, RCFMD, PRBS |
| | 1.31 End of PRBS transaction | | | |
| | **TOTAL**: | None | 2 HOURS AND 2 MINUTES | |

**PENSION AND GRATUITY DIVISION**

**Lump Sum/Outright Pension Claim**

A **Lump Sum Pension claim** refers to a one-time payment made to a pensioner or their beneficiaries. This payment typically represents the total equivalent value of the pension for a period three (3) years or 36 months. An **Outright Pension claim** refers to the regular periodic disbursement of pension benefits, typically paid on a monthly basis. This payment is continuous and directly as calculated based on their rank benefits, base pay, longevity pay, and years of service.

The documentary requirements will be uploaded by the issuing PNP Units such as DL, DC, DPRM to the PNP Automated Retirement Processing System (PARPS). However, the Ombudsman and National Police Commission Clearances will be uploaded by the PRBS for NSUs and PRBUs for PROs retiring personnel.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | Retiring/Retired PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE (To be uploaded in PARPS) |
|---|---|
| 1. Retirement Order (one original, one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 2. Updated Service Record (one original, one photocopy) | |
| 3. Latest Promotion Order (one original, one photocopy) | |
| 4. Directorate for Comptrollership (DC) Clearance (one original, one photocopy) | Directorate for Comptrollership (DC) |
| 5. Directorate for Logistics (DL) Clearance (one original, one photocopy) | Directorate for Logistics (DL) |
| 6. Discipline, Laws and Order Division (DLOD) Clearance (one original, one photocopy) | Discipline, Laws and Order Division, Directorate for Personnel and /Records Management (DLOD, DPRM) |
| 7. Ombudsman Clearance (one original, one photocopy) | Office of the Ombudsman |
| 8. National Police Commission (NAPOLCOM) Clearance (one original, one photocopy) | NAPOLCOM |
| 9. Certificate of Last Payment (CLP) (one original, one photocopy) | PNP Finance Service |
| 10. Statement of Assets Liabilities and Net worth (SALN) (one original, one photocopy) | Last Unit Assignment |
| 11. Affidavit of Authority to deduct (if deemed needed for overpayment and/or property accountability) (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 12. Pre-Retirement Seminar Certificate (one original, one photocopy) | PNP Retirement and Benefits Administration Service |
| 13. STI1 (ATM Account No.) (one original, one photocopy) | Landbank of the Philippines-Bank Branch |
| 14. 2x2 ID Picture w/ nametag (2pieces) | Applicant/ Retiring/Retired PNP Personnel |

| | |
|---|---|
| 15.Accomplished Pensioner's Information (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 16. Family Information Sheet (one original, one photocopy) | |
| 16. Additional requirement for Outright/Direct pension claim:<br><br>Affidavit stating that he/she is waiving his/her right for payment of the three (3) year Lump Sum and opting to be paid through Outright Pension<br><br>(one original, one photocopy) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Retiring personnel will Log-in to PARPS<br><br>and upload 2x2 ID picture in PARPS personal account | 1.1 Check and validate the completeness, validity, authenticity, correctness and completeness of the uploaded requirements in PARPS<br><br>1.2 Download and record in the monitoring | None | 17 minutes | Checker, Lumpsum and Restoration Section, PGD, PRBS |
| | 1.3 Processed the retirees pension claims. Encode and update the retiree data in the PDLIS and RMS | None | 10 minutes | Processor, Lumpsum and Restoration of Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.4 Prepare the Computation Sheets and Disbursement Vouchers for Lumpsum Claims; Computation Sheet for Outright Pension Claims from the PDLIS<br><br>1.5 Endorsed the Application folder with Computation Sheet and/or Disbursement | None | 6 minutes | Processor, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.6 Review the prepared Computation Sheet and Disbursement Vouchers based with the Documentary Requirement<br><br>1.7 Verified the correctness and completeness of uploaded documents in PARPS<br><br>1.8 Endorsed the Documentary Requirements, Computation Sheets, and Disbursement Voucher to Chief, PGD for approval | None | 8 minutes | Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.9 Confirm and sign the prepared Computation Sheets and Disbursement Vouchers<br><br>1.10 Approved the verified documentary requirements in PARPS | None | 10 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.11 Prepare endorsement memo to Accounting Division, Directorate for Comptrollership (DC) for signature of Director, PRBS | None | 5 minutes | Action PNCO, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.12 Countersign the endorsement memo and endorse to the Chief, PGD, PRBS | None | 5 minutes | Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.13 Countersign the endorsement memo and endorse to the Chief of Staff | None | 5 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.14 Countersign the endorsement memo and endorse to the Deputy Director | None | 5 minutes | Chief of Staff, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.15 Countersign the endorsement memo and endorse to the Director, PRBS | None | 5 minutes | Deputy Director, PRBS |
| | 1.16 Sign the endorsement memo for DC | None | 5 minutes | Director, PRBS |
| | 1.17 Attached signed endorsement memo to the processed claim/s Endorse to the Admin Office for dispatch to DC | | | Action PNCO, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.18 Dispatch processed claim folders to Accounting, DC | None | 8 minutes | Courrier PNCO, PRBS |
| | 1.19 Inform the claimant through Hotline or SMS | None | 2 minutes | Action PNCO, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.20 End of PRBS transaction | | | |
| **TOTAL**: | | None | 1 HOUR AND 36 MINUTES | |

### 3. Activation of First Pension

The first monthly pension will be received by a retiree after the lapse of Lump Sum period or 36 months from the date of retirement. For Outright Pension, the following month after the effectivity date of retirement.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS) |
| **Classification:** | Simple |
| **Type of** | G2C (Government to Citizen) |
| **Who may** | PNP Retiree |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| Statement of Account Information (STI-1) | | Landbank of the Philippines-Bank Branch | | |
|---|---|---|---|---|
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Statement of Account Information (STI-1) in PRBS | 1.1Receive and Encode STI-1 from LBP | None | 5 minutes | Action PNCO, Message Center, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.2 Encode and endorse the list for activation of Pension to Section Chief | None | 5 minutes | Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.3 Reviews and signs the List for Activation of First Pension | None | 5 minutes | Chief Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.4 Signs the document and endorse to D, PRBS for Approval | None | 5 minutes | Chief, Pension and Gratuity Division, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.5Countersign the document and endorse to the D, PRBS | None | 5 minutes | Deputy Director, PRBS |
| | 1.6 Signs the Activation for First Pension | None | 5 minutes | Director, PRBS |
| | 1.7 Encode the approved list for Activation of First Pension to<br><br>Pension Deduction and Loan Information System (PDLIS) for approval of Chief, Pension and Gratuity Division | None | 15 minutes | Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.8 Inform the claimant through Hotline or SMS | None | 5 minutes | Chief, Lumpsum and Restoration of Pension Section, PGD, PRBS |
| | 1.9 End of PRBS transaction | | | |
| | **TOTAL:** | None | 50 MINUTES | |

## 4. PNP Transfer of Pension (TOP) Claim

Qualified beneficiaries of Compulsorily and Optionally Retired Uniformed personnel died after retirement are entitled for Derivative Pension which is 75% from the total pension received by the deceased retiree. The Back-Earned Pension (BEP) of the approved legal beneficiary/ies will be automatically processed covering the period upon the start of receiving and activating the first monthly pension.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division, PNP Retirement and Benefits |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen |
| **Who may avail:** | Qualified Beneficiaries of Retired PNP Personnel |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| **A. BASIC REQUIREMENTS FOR TRANSFER OF PENSION** | |
| 1. Duly Accomplished TOP Application form with latest 2x2 ID picture (taken within at least 6 months) | PRBS or PRBU Regional Office, or can be downloaded at https://prbs.pnp.gov.ph |
| 2. Affidavit of Authority to Deduct for Back Earned, and Affidavit of Authenticity on the Submitted Documents (Notarized) (one original, one photocopy) | |
| 3. PSA-issued Death Certificate with Official Receipt of the Retiree (one original, one photocopy) | Philippine Statistics Authority (PSA)/ Local Civil Registry (LCR) |
| 4. Retirement Order (two photocopies) | PRBS |
| 5. Computation of Lump Sum/Retirement Gratuity (two photocopies) | All the PNP Documents of the retiree |

| | |
|---|---|
| 6. Lump sum Voucher (two photocopies) | will be provided by PRBU Office and attached to the application folder. |
| 7. Service Records (two photocopies) | |
| 8. Certificate of Last Payment (two photocopies) | |
| 9. Complete Background Investigation (CBI) (two photocopies) | |

| CHECKLIST OF ADDITIONAL REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **B. IF THE RETIREE IS MARRIED (WITHOUT CHILDREN BELOW 18 YEARS OLD)** | |
| 1. PSA-issued Marriage Certificate/Contract of the deceased Pensioner and his/her Spouse (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA CRS Form #5 Advisory on Marriages of both the Retiree/Pensioner and Surviving Spouse | |
| 3. Photocopy of any government issued Identification Card | To be produced by the applicant |
| National Police Clearance (one original, one photocopy) | Nearest City/ Municipal Police Station |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **C. IF THE RETIREE IS MARRIED (WITH CHILDREN BELOW 18 YEARS OLD)** | |
| 1. PSA-issued Marriage Certificate/Contract of the deceased Pensioner and his/her spouse (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA CRS Form #5 Advisory on Marriages of both Pensioner and surviving Spouse (one original, one | |
| 3. PSA Birth Certificate/s of Children below 18 years old (one original, one photocopy) | |
| 4. Photocopy of any government issued Identification Card | To be produced by the applicant |

| | |
|---|---|
| 5. National Police Clearance (for spouse applicant only)<br><br>(one original, one photocopy) | Nearest Police Station |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **D. ILLEGITIMATE CHILDREN BELOW 18 YEARS OLD** | |
| 1. PSA CRS Form #5 Advisory on Marriages of Retiree (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA Birth Certificate/s of Children below 18 years old (one original, one photocopy) | |
| 3. PSA CRS #4 CENOMAR of children ages 12-17 years old (for Muslim applicant only) (one original, one photocopy) | |
| 4. National Police Clearance of Guardian (one original, one photocopy) | Nearest Police Station |
| 5. Affidavit of guardianship (one original, one photocopy) | Notary Public |
| 6. Photocopy of any government issued Identification Card (Applicant and Guardian) | To be produced by the applicant |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **F. IF THE RETIREE IS SINGLE (WITH CHILDREN BELOW 18 YEARS OLD) CHILDREN APPLICANT/CLAIMANT** | |
| 1. PSA CRS #4 CENOMAR of the Deceased Retiree/Pensioner<br><br>(one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA-issued Birth Certificate/s of Children below 18 years old | |

| | |
|---|---|
| (one original, one photocopy) | |
| 3. PSA CRS #4 CENOMAR of children ages 12-17 years old (for Muslim applicant only) (one original, one photocopy) | |
| 4. Photocopy of any Government Issued Identification Card (guardian and the claimant) | To be produced by the applicant/guardian |
| 5. If Legal guardian is not the natural parent Certification from Barangay and DSWD is needed (one original, one photocopy) | Barangay and DSWD |
| 6. National Police Clearance of Guardian<br><br>(one original, one photocopy) | Nearest Police Station |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| **E. IF THE RETIREE IS SINGLE (WITHOUT CHILDREN)-PARENTS APPLICANT** | |
| 1. PSA CRS #4 CENOMAR of the Deceased Retiree/Pensioner (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA-issued Birth Certificate of the Deceased Retiree/Pensioner (one original, one photocopy) | |
| 3. PSA-issued Marriage Contract of Surviving Parents of the Retiree/Pensioner (one original, one photocopy) | |
| 4. PSA-issued Birth Certificate of Parents (If parents are not married) (one original, one photocopy) | |
| 5. Photocopy of any Government Issued Identification Card (ID) | To be produced by the applicant |
| 6. Affidavit of 2 Disinterested Persons stating that the Retiree/Pensioner | Notary Public |

| | |
|---|---|
| has no child/ren (one original, one photocopy) | |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **G. IF THE RETIREE IS SINGLE (WITHOUT CHILDREN, DECEASED PARENTS) UNMARRIED SIBLINGS BELOW 18 y/o APPLICANT** | |
| 1. PSA CRS #4 CENOMAR of the Deceased Retiree/Pensioner (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 2. PSA-issued Birth Certificate of the Deceased Pensioner (one original, one photocopy) | |
| 3. PSA-issued Marriage Contract of the Deceased Parents (one original, one photocopy) | |
| 4. PSA-issued Death Certificate of the Deceased Parents (one original, one photocopy) | |
| 5. PSA-issued Birth Certificate of all the qualified siblings below 18 y/o of the deceased Pensioner/Retiree (one original, one photocopy) | |
| 6. PSA CRS #4 CENOMAR ages 12-17 years old (for Muslim applicants only) (one original, one photocopy) | |
| 7. Photocopy of any Government Issued Identification Card (ID) | To be produced by the applicant |
| 8. Affidavit of 2 Disinterested Persons stating that the Retiree/Pensioner has no child/ren (one original, one photocopy) | Notary Public |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **H. ADDITIONAL REQUIREMENTS IF APPLICATION IS DELAYED MORE THAN 2 YEARS UPON THE DEATH OF THE RETIREE/PENSIONER** | |
| 1. Affidavit of Delay/Explanation/Late Filing (one original, one photocopy) | Notary Public |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **I. ADDITIONAL REQUIREMENTS FOR MUSLIM APPLICANTS** | |
| 1. If Multiple Marriages- Proof of Surviving Legal Heirs indicating all the wives and children/notarized Affidavit of Marriage (one original, one photocopy) | Tribe Leaders/Notary Public |
| 2. PSA Mahr/Dowry (one original, one photocopy) | Philippine Statistics Authority (PSA) with Official Receipt |
| 3. If Divorce, Certificate of Divorce with Finality (one original, one photocopy) | Shari ’a Court |
| 4. If only one Spouse Notarized Affidavit stating that her husband has no other marriages/wife (one original, one photocopy) | Notary Public |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **J. ADDITIONAL REQUIREMENTS FOR DUAL CITIZEN APPLICANT** | |
| 1. Oath of Allegiance (one original, one photocopy) | Philippine Embassy/Consulate/Department of Foreign Affairs |
| 2. Order of Approval of Citizenship Retention and Re-acquisition (one original, one photocopy) | |
| 3. Identification Certificate (one original, one photocopy) | |
| 4. Certificate of Naturalization (one original, one photocopy) | Immigration & Naturalization Service of Foreign Country |
| 5. Photocopy of Passport | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit Complete Application Folder in PRBS | 1.1 Receive complete requirements<br>1.2 Record in the database and logbook<br>1.3 Endorse | None | 5 minutes | TOP Message Center, TOP Section, PGD, PRBS |
| | 1.4 Evaluate propriety of document<br>1.5 Prepare computation sheet | None | 20 minutes | Processor, Transfer of Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.6 Verify authenticity of documents and Check correctness of entries and sign the computation sheet | None | 20 minutes | Verifier/Checker, Transfer of Pension Section, PGD, PRBS |
| | 1.7 Confirm validity and authenticity of documents<br><br>1.8 Review and sign the | None | 15 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.9 Endorse to Legal Investigation and Prosecution Division (LIPD) | None | 5 minutes | Chief, PGD, PRBS |
| | 1.10 Receive and encode claim folders<br><br>1.11 Endorse to drafters | None | 5 minutes | Chief, Legal Investigation Prosecution Division (LIPD), PRBS |
| | 1.12 Review and evaluate the documents | | | |
| | 1.13 Draft the Certificate of Legal Beneficiary/ies (CLB) prepare | None | 30 minutes | Chief, LIPD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.14 Review the correctness of entry in the drafted Certificate of Legal Beneficiary/ies (CLB) and Decree of Entitlement and Distribution (DED) | None | 15 minutes | Chief, LIPD, PRBS |

**Back-Earned Pension Claim (Beneficiaries of Retired PNP Personnel/ Transferee)**

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1. Receive complete requirements<br>2. Record in the database and logbook<br>3. Endorse claim folders to | None | 5 minutes | Admin Officer, PRBS |
| | 4. Evaluate propriety of documents<br>5. Check data on PDLIS and prepare payslip if available<br>6. Prepare computation | None | 20 minutes | Processor, Transfer of Pension Section, PGD, PRBS |
| | 7. Verify authenticity of documents<br>8. Check correctness of entries and signs the | None | 20 minutes | Verifier, Transfer of Pension Section, PGD, PRBS |
| | 9. Confirm validity and authenticity of documents<br>10. Review and signs the | None | 5 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 11. Update database of Approved Computation | None | 30 minutes | Chief, Transfer of Pension Section, PGD, PRBS |
| | 12. Prepare Disbursement Voucher | | | Processor PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 13. Check correctness of entries and signs the Disbursement Voucher | None | 5 minutes | Chief, Transfer of Pension Section, PGD, PRBS |
| | 14. Evaluate propriety of documents<br>15. Review and signs the | None | 30 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 16. Prepare Transmittal for endorsement of Disbursement Voucher to DC | None | 15 minutes | Processor, Transfer of Pension Section, PGD, PRBS |
| | 17. Countersign the endorsement memo and endorse to C, | None | 5 minutes | Chief, Transfer of Pension Section, PGD, PRBS |
| | 18. Countersign the endorsement memo and endorse to | None | 5 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 19. Countersign the endorsement memo and endorse to the | None | 5 minutes | Deputy Director, PRBS |
| | 20. Signs the endorsement memo | None | 5 minutes | Director, PRBS |
| | 21. Attached signed endorsement memo to the processed claim/s<br>22. Endorse to the Admin Office for dispatch to DC | None | 5 minutes | Action PNCO, Transfer of Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 23. Dispatch processed claim folders to Accounting Division, DC | None | 10 minutes | Admin Officer, PRBS |
| | 24. Inform claimant through PRBU | None | 5 minutes | Action PNCO, Transfer of Pension Section, PGD, PRBS |
| | 25. End of PRBS transaction | | | |
| **TOTAL**: | | None | 2 HOURS AND 50 MINUTES | |

**5. INP Transfer of Pension Claim**

Qualified beneficiaries of Compulsorily or Optionally Retired INP personnel died after retirement are entitled to Transfer of Pension Claims which is 75% of the total pension of its principal.

| | |
|---|---|
| **Office or** | Pension and Gratuity Division, PNP Retirement and Benefits Administration |
| **Classification:** | Simple |
| **Type of** | G2C- Government to Citizen |
| **Who may avail:** | Qualified Beneficiaries of INP Retired Personnel/ INP |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Affidavit of Authenticity of Submitted Documents (one original, one | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 2. GSIS Voucher (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management |
| 3. Certificate of GSIS Monthly Pension (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 4. Service Record (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 5. Affidavit of Authorization to Deduct (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |

| | |
|---|---|
| 6. 2x2 ID Picture w/ nametag<br>(two copies) | Applicant |
| 7. Photocopy of 2 valid IDs of<br>dependents | Applicant |
| 8. Death Certificate of PNP Personnel (PSA copy with Official Receipt) (one original, one photocopy) | Philippine Statistics Authority (PSA) |
| 9. Accomplished Update Form (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 10. If INP personnel is married:<br>(PSA Copy with Official Receipt) (one original, one photocopy)<br>a. Advisory on Marriages of INP Personnel and Spouse | Philippine Statistics Authority (PSA) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Complete Application Folder | 1.1 Receive complete requirements<br>1.2 Receive and record in the database and logbook | | | Admin Officer, PRBS |
| | 1.3 Evaluate propriety of documents<br>1.4 Prepare computation sheet, Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution (DED), | None | 45 minutes | Chief, INP Section, PGD, PRBS |
| | 1.5 Check data from the Records Monitoring System (RMS)<br>1.6 Verify authenticity of documents<br>1.7 Check correctness of | None | 20 minutes | Chief, INP Section, PGD, PRBS |
| | 1.8 Confirm validity and authenticity of documents<br>1.9 Review and signs the computation sheet, Certificate | None | 5 minutes | Chief, INP Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.10 Review and sign the computation sheet, Certificate of Legal Beneficiary | None | 30 minutes | Chief, PGD, PRBS |
| | 1.11 Receive and encode claim folders | None | 5 minutes | Chief, LIPD, PRBS |
| | 1.12 Review and evaluate the documents<br><br>1.13 Prepare the Evaluation Report (ER)<br><br>1.14 Check the correctness of the Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution (DED) | None | 30 minutes | Chief, LIPD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.15 Review the correctness of entry in the Evaluation Report (ER), Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution (DED) | None | 15 minutes | Chief, LIPD, PRBS |
| | 1.17 Recommend approval of Certificate of Legal Beneficiary (CLB)<br><br>1.18 Countersign Decree of Entitlement and Distribution (DED) | None | 15 minutes | Chief, LIPD, PRBS |
| | 1.19 Review Evaluation Report (ER) and Certificate of Legal Beneficiary (CLB)<br><br>1.20 Certifies the Decree of Entitlement and Distribution (DED) | None | 10 minutes | SLO, PRBS |
| | 1.21 Endorse the Letter of Introduction (LOI), Update Form and Letter Packet for printing of Pensioners ID | None | 20 minutes | C, Inventory, PRBS |
| | 1.22 Approve Certificate of Legal Beneficiary (CLB)<br><br>1.23 Countersign Decree of Entitlement and Distribution (DED) | None | 5 minutes | Deputy Director, PRBS |
| | 1.24 Approve the Decree of Entitlement and Distribution (DED) | None | 5 minutes | Director, PRBS |
| | 1.25 Record the approved Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution (DED | None | 10 minutes | Chief, LIPD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.27 Receive the approved CLB and DED (Once the STI 1 was received by Processor)<br><br>1.28 Prepare Change Report for implementation of | None | 15 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.29 Verify correctness and sign Change Report for implementation of pension | None | 20 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.30 Review and sign Change Report for implementation of pension | None | 10 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.31 Countersign the Change Report for implementation of pension | None | 5 minutes | Deputy Director, PRBS |
| | 1.32 Sign/Approve the Change Report for implementation of pension | None | 5 minutes | Director, PRBS |
| | 1.34 Upload the Change Report to PDLIS | None | 1 hour | Chief, INP Pension Section, PGD, PRBS |
| | 1.35 Inform claimant through hotline or SMS | None | 5 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.34 End of PRBS transaction | | | |
| | **TOTAL:** | None | 5 HOURS AND 40<br><br>MINUTES | |

**Back-Earned Pension Claim (Retiree/beneficiaries of INP Personnel)**

Amount of Pension that is due to a INP Pensioner but was not credited to his ATM Account.

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| a. Submit Complete Application Folder | 1.1. Receive complete requirements<br>1.2. Record in the database and logbook<br>1.3. Endorse claim folders to processors | None | 5 minutes | Admin Officer, PRBS |
| | 1.4. Evaluate propriety of documents<br>1.5. Check data on PDLIS and prepare pay slip, if available<br>1.6. Prepare computation sheet | None | 20 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.7. Verify authenticity of documents<br>1.8. Check correctness of entries and sign the | None | 20 minutes | Chief, INP, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.9. Confirm validity and authenticity of documents<br><br>1.10. Review and signs the Computation Sheet sheet | None | 5 minutes | Chief, PGD, PRBS |
| | 1.11. Update database of Approved Computation Sheet<br><br>1.12. Prepare Disbursement Voucher | None | 30 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.13. Check correctness of entries and sign the Disbursement | None | 5 minutes | Chief, INP, PGD, PRBS |
| | 1.14. Evaluate propriety of documents<br><br>1.15. Review and sign the Disbursement Voucher | None | 30 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.16. Prepare transmittal for endorsement of Disbursement Voucher to DC | None | 15 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.17. Countersign the endorsement memo and endorse to C, | None | 5 minutes | Chief, INP, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.18. Countersign the endorsement memo and endorse to Deputy Director, PRBS | None | 5 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.19. Countersign the endorsement memo and endorse to the Director, | None | 5 minutes | Deputy Director, PRBS |
| | 1.20. Sign the endorsement memo | None | 5 minutes | Director, PRBS |
| | 1.21. Attach signed endorsement memo to the processed claim/s<br><br>1.22. Endorse to the Admin Office for | None | 5 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.23. Dispatch processed claim folders to Accounting Division, DC | None | 10 minutes | Admin Officer, PRBS |
| | 1.24. Inform claimant through | None | 5 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.25. End of PRBS | | | |
| **TOTAL:** | | None | 2 HOURS AND 50 | |

## 6. Activation of First Pension (Beneficiary of Retired INP Personnel)

A specified cash amount intended for the approved beneficiary/ies of Retired INP Personnel (Optional and Compulsory) will receive pension.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division, PNP Retirement and Benefits Administration Service (PGD, PRBS) |
| **Classification:** | Simple |
| **Type of** | G2C- Government to Citizen |
| **Who may avail:** | Optionally and Compulsorily Retired INP Personnel/INP |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Retirement Order (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 2. Affidavit of Authenticity of Submitted Documents (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 3. GSIS Voucher (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 4. Certificate of GSIS Monthly Pension (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 5. Service Record (one original, one photocopy) | Government Service Insurance System (GSIS), Records and Management Division |
| 6. 2x2 ID Picture w/ nametag (two (2) pieces) | Applicant/ Beneficiary |
| 7. Photocopy of 2 valid IDs of INP retiree (two (2) copies) | Applicant/ Beneficiary |
| 8. Pensioner Information Form (one original, one photocopy) | PNP Retirement and Benefits Administration Service (forms are downloadable at www.prbs.gov.ph) |
| 9. PSA Birth Certificate (one original, one photocopy) | Philippine Statistics Authority (PSA) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Complete Application Folder | 1.1. Receive complete requirements<br>1.2. Record in the database and logbook<br>1.3. Endorse claim folders to processors | None | 5 minutes | Admin Officer, PRBS |
| | 1.4. Evaluate propriety of documents | None | 45 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.5. Prepare computation sheet, LOI and Letter packet | None | 20 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.6. Verify authenticity of documents<br>1.7. Check correctness of entries and signs the computation sheet | None | 20 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.8. Evaluate propriety of documents | None | 5 minutes | Chief, INP Pension Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.9. Review and signs the computation sheet | | | |
| | 1.10. Review and sign the computation sheet | None | 30 minutes | Chief, PGD, PRBS |
| | 1.11. Endorse to C, Inventory for Issuance of Pensioners ID | None | 15 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.12. Countersign the Letter of Introduction (LOI) and Letter Packet | None | 5 minutes | Deputy Director, PRBS |
| | 1.13. Sign the LOI and Letter Packet | None | 5 minutes | Director, PRBS |
| | 1.14. Receive the Computation Sheet, LOI and Letter Packet, then mail it to PRBU | None | 10 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.15. Once the STI-1 was received by processor, prepare Change Report for implementation of pension | None | 15 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.16.Verify correctness and signs Change Report for implementation of pension | None | 20 minutes | Chief, INP Section, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.17. Review and signs Change Report for implementation of pension | None | 10 minutes | Chief, Pension and Gratuity Division, PRBS |
| | 1.18. Countersign the Change Report for implementation of pension | None | 5 minutes | Deputy Director, PRBS |
| | 1.19. Sign/approve the Change Report for implementation of pension | None | 5 minutes | Director, PRBS |
| | 1.20. Upload the Change Report to PDLIS | None | 1 hour | Chief, INP Pension Section, PGD, PRBS |
| | 1.21. Inform claimant through hotline | None | 5 minutes | Chief, INP Pension Section, PGD, PRBS |
| | 1.22. End of PRBS | | | |
| **TOTAL:** | | None | 4 HOURS AND 40 | |

## 7. Accounting of PNP Pensioners

With the implementation of quarterly accounting of PNP Pensioners to sustain the operation of the PKSK Project as supplemented by the PPOAS to complement the gains achieved by the said project.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | Retired PNP Personnel and Transferee Pensioners who are under PNP Payroll |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Mobile Phone with Internet Connection | Pensioner or Family member Owned CP |
| 2. PNP Pensioner Online Accounting (PPAOS V2) App | Downloadable |
| 3. Log-in and finish the required Process | PPOAS V2 App |
| 4. PSA Advisory of Marriages (For Transferee pensioners upon request of APB) | Any PSA Office |
| 5. Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution (DED) (For Transferee pensioners upon request of APB) | Personal Copy of Pensioners or can be requested to the PRBS if no available copy from the pensioners |
| 6. Working Email Address | Internet Platform |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Access the PPOAS Portal then Log in, and update the personal information and take a selfie into the PPOAS | 1.1 Upon log-in of Pensioner in PPOAS, validation of wellness and status of pensioner through manual or video call | None | 5 minutes | Active Personnel Buddy (APB), area covered by the police station |
| | 1.2 Review the report of validation conducted by the APB | None | 5 minutes | Accounting Monitoring Action PNCO, PRBU, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.3 Review the report from PRBU and validate the qualifications of pensioners | None | 5 hours | Action PNCO, Inventory Sec, PGD, PRBS |
| | 1.4 Prepare report for disqualified pensioner for Tag and Hold and Deletion | | | Action PNCO, Inventory Sec, PGD, PRBS |
| | 1.5 Review the prepared report | | | C, Inventory Sec, PGD, PRBS |
| | 1.6 Signed the report and endorse to concerned processor | None | 5 minutes | Chief, PGD, PRBS |
| | 1.7 Send a text blast m<br>the Accounted Qualifi pensioner | None | 5 minutes | Action PNCO, Inventory Sec, PGD, PRBS |
| | 1.8 End of transaction | Accounting Cycle is quarterly and ends every 20th day of the last month of a certain quarter. | | |
| | **TOTAL** | None | 5 HOURS AND 20 MINUTES | |
| | | | | |

## 8. Issuance of PNP Pensioners Identification Card

### a. Issuance of Retiree Pensioner ID

Pensioners ID card is issued to provide the PNP pensioners with an instrument for identification in the process of claims and accounting function, transacting business with offices/units of the PNP, other government agencies, and other private institutions.

Every PNP personnel who is due for retirement is being issued with Letter of Instruction (LOI) for the opening of their Landbank Pension Account. Enclosed with the LOI in a letter packet is the PNP Retiree Pensioners ID.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | Retired PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Retirement Order (one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 2. Updated Service Record (one photocopy) | Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM) |
| 3. Duly Filled-up Unified Pensioners Information Form (one original) | Download at PRBS Website or can be secure at the PRBS Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1. Received Documentary Requirements from the Lumpsum Section | None | 3 minutes | Biometric Encoder, PGD, PRBS |
| | 2. Scan Crop the Finger Print, Picture, Signature of Retiree and encode them in the PRISM | None | 15 minutes | Biometric Encoder, PGD, PRBS |
| | 3. Encode the Retiree Name in the Monitoring of Issued Retiree Pensioner ID | None | 2 minutes | ID Printing Action PNCO, PGD, PRBS |
| | 4. Double check Input Data and Printing of ID. | None | 8 minutes | ID Printing Action PNCO, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 5. Dispatch ID together with all Documents contain in a letter packet to the PGD | None | 3 minutes | ID Printing Action PNCO, PGD, PRBS |
| | 6. Countersigned the prepared of letter packet | None | 5 minutes | Chief, PGD, PRBS |
| | 7. Countersigned the prepared of letter packet | None | 5 minutes | Chief, PGD, PRBS |
| | 8. Countersigned the letter packet | None | 5 minutes | Chief of Staff, PRBS |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 9. Countersigned the letter packet | None | 5 minutes | Deputy Director, PRBS |
| | 10. Sign/approve the letter packet | None | 5 minutes | Director, PRBS |
| | 11. Endorse the letter packet to Message Center, PRBS for dispatch | None | 5 minutes | Admin PNCO, PGD, PRBS |
| | 12. Dispatch the prepared letter packet | None | 10 minutes | Dispatcher, PGD, PRBS |
| **TOTAL** | | None | 1 HOUR AND 11 MINUTES | |

**b. Issuance of Transferee Pensioner ID**

On the other hand, approved Transfer of Pension is also issued with LOI to open their LBP Pension Account and also enclosed to the letter packet was a Transferee Pensioner ID.

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | Approved Transferee Pensioners |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Certificate of Legal Beneficiary (CLB) and Decree of Entitlement and Distribution | Issued by LIPD, PRBS |

| | |
|---|---|
| (DED) (one original, one photocopy) | |
| 2. Duly Filled- up Unified Pensioner Information Form (one original) | Download at PRBS Website or can be secure at the PRBS Office |
| 3. Folder of TOP Requirement from SLO | Forwarded by SLO to Inventory Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| | 1. Received Documentary Requirements from the SLO | None | 3 minutes | Biometric Encoder, PGD, PRBS |
| | 2. Scan, Crop the Finger Print, Picture, Signature of transferee and encode them in the PRISM | None | 15 minutes | Biometric Encoder, PGD, PRBS |
| | 3. Encode the beneficiaries name in the Monitoring Database of Issued Transferee Pensioner ID | None | 2 minutes | ID Printing Action PNCO, PGD, PRBS |
| | 4. Double check Input Data and Printing of ID. | None | 8 minutes | ID Printing Action PNCO, PGD, PRBS |
| | 5. Dispatch ID together with all Documents to TOP | None | 3 minutes | ID Printing Action PNCO, PGD, PRBS |
| **TOTAL** | | None | 30 MINUTES | |

**Note:** Total time processed for printing of TOP ID differs on the numbers of approved TOP

## c. Retiree and Transferee Replacement of PNP Pensioner ID (Walk In Only)

| | |
|---|---|
| **Office or Division:** | Pension and Gratuity Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C (Government to Citizen) |
| **Who may avail:** | Retired PNP Personnel and Transferee Pensioners who are qualified in the current accounting |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Old ID (original) | (To be Surrendered) upon application |
| 2. Duly Filled up Unified Pensioners Information Form (For Pensioners with changes in details) (one original) | Download at PRBS Website or can be secure at the PRBS Office |
| 3. Affidavit of Loss (In case of Lost ID Card) (one original, one photocopy) | Affidavit of lost must be duly Notarized by a Notary Public |

**NOTE:**

- All request for Replacement of Pensioner ID from the PRBU are required to submit a duly Filled-up Unified Pensioners Information Form and is being received by PRBU Supervisor every 15th and 30th day of the month for dispatch.
- All requests for Replacement of Pensioner's ID from PRBU are received by the Message Center to be forwarded to the Inventory Section for appropriate action.

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Receive requested ID | 1.1 Received and evaluate the completeness of documents and evaluate for any updates/corrections in pensioner data | None | 3 minutes | Biometric Encoder, PGD, PRBS |
| | 1.2 Input correction on pensioner data in the PRISM. | None | 7 minutes | Biometric Encoder, PGD, PRBS |
| | 1.3 Input Pensioners Name on Monitoring of Issued ID | None | 2 minutes | ID Printing Action PNCO, PGD, PRBS |

| | | | | |
|---|---|---|---|---|
| | 1.4 Double check Input Data<br><br>1.5 Printing of ID. | None | 8 minutes | ID Printing Action PNCO, PGD, PRBS |
| | 1.6 Releasing of Printed ID | None | 5 minutes | QSL Duty, PRBS |
| **TOTAL:** | | None | 25 MINUTES | |

| **COMPLAINTS AND FEEDBACK MECHANISM** | |
|---|---|
| How to send a feedback | 1. Answer the client feedback form and drop it at the designated drop box in front of the office;<br>2. Contact the PRBS Hotline: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924;<br>3. E-mail the pnp.prbs@gmail.com; or<br>4. Message the Official PRBS Facebook Account: PNP Retirement and Benefits Administration Service; and<br>4. Fill-up the Citizens/Clients Satisfaction Survey and submit to the duty help desk. |
| How feedback is processed | The duty Message Center opens the drop box and records all feedback submitted. Forward the received feedback form to Chief Clerk, Admin for compilation and records. Feedback requiring answers are forwarded to the concerned division/s. The answer/reply is then relayed to the citizen phone calls or mail. For inquiries and follow-ups, clients may contact the following telephone number: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924, e-mail at pnp.prbs@gmail.com or message the Official PRBS Facebook Account: Pnp Prbs. |
| How to file a complaint | Answer the client Complaint Form and drop it at the designated drop box in front of the office and/or submit the accomplished form to the duty Public Assistance Compliant Desk/ Message Center. Complaints can also be sent to CRMIS (E-Sumbong Portal), I-report Mo kay TSIP Hotline Number or contact the PRBS Hotline Numbers: Globe: 09777145263, Smart: 09618990928, Sun: 09310644316, TM: 09534135924, e-mail at pnp.prbs@gmail.com or message the Official PRBS Facebook Account: Pnp Prbs. Make sure to provide the complete information. |

| | |
|---|---|
| How complaints are processed | The Admin Officer opens the complaints drop box on a daily basis and evaluates each complaint. Upon evaluation, the Admin Officer shall evaluate and forward the complaint to the relevant Division for their action taken/explanation. For Complaints sent to CRMIS (E-Sumbong Portal), complaint is forwarded to the concerned Unit after the evaluation.<br><br>The designated drafter shall draft the Memo/Letter containing the clarifications and actions taken in the complaint. The D, PRBS then signs the said Memo/Letter, after which, forward the soft and hard copy to PCADG and other Complaint Center. For Complaints sent to PRBS Hotlines, the designated hotline PNCO shall call/text the sender and relay the actions taken on the complaints.. |
| Contact Information:<br><br>1. CCB (CSC Contact Center ng Bayan)<br>2. PCC (Philippine Competition Commission)<br>3. ARTA (Anti-Red Tape Authority) | CCB : 0908-881-6565 (SMS)<br>: email@contactcenterngbayan.gov.ph<br><br>PCC : (+632) 8771-9PCC (722)<br>: queries@phcc.gov.ph<br><br>ARTA: complaints@arta.gov.ph<br>: 1-ARTA (2182) |

| PRBU Directory | | |
|---|---|---|
| **Office** | **Address** | **Contact Information** |
| PRBU 1 | Camp BGen Oscar M Florendo, Parian City of San Fernando La Union | 09164881257 or email: pnpprbu1@yahoo.com |
| PRBU 2 | Camp Marcelo A Adduro, Tuguegarao City, Cagayan | 09554085665 or email: prbu_pro2@yahoo.com.ph |
| PRBU 3 | Camp Olivas, Mc Arthur Hi-way, San Fernando City, Pampanga | 09668142168/ 09532535876 or email: centraluzon18@yahoo.com |
| PRBU 4A | Camp General Vicente P. Lim, Calamba City, Laguna | 09634984207 or email: |
| PRBU 4B | Camp. Efigenio C. Navarro, Calapan City, Oriental Mindoro | 09955434183/ 09543895533 or email: prbu4b@yahoo.com.ph |
| PRBU 5 | Camp General Simeon A. Ola, Legazpi City, Albay | 09063764354/09853242154 or email: prbupro5@yahoo.com |
| PRBU 6 | Camp Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City, Iloilo | 09617950200 or email: prbu6@yahoo.com |
| PRBU 7 | Camp Sergio Osmeña Blvd., Cebu City, Cebu | 09338253976 or email: Prbu7@yahoo.com |
| PRBU 8 | Camp Ruperto Kangleon, Brgy., Campetic, Palo, Leyte | 09317614346 or email: prbau8_prbs@yahoo.com |
| PRBU 9 | Camp Col. Romeo A. Abendan, Mercedez, Zamboasga City | 096723761207 or email: prbu9zamboanga@gmail.com |
| PRBU 10 | Camp 1Lt Vicente G. Aguilar, Lapasan, Cagayan de Oro City | 09176093470 or email: rprbu_pro10@yahoo.com |
| PRBU 11 | Camp Quintin M. merecido, Buhangin, Davao City | 09098048710 or email: prbu11.prbs@pnp.gov.ph |

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| PRBU 12 | Camp Fermin G. Lira Jr. General Santos City | 09394282079 or email: prbu12@yahoo.com |
| PRBU 13 | Camp Rafael C. Rodriguez, Liberdad, Butuan City | 09125966280 or email: prbu13caraga@yahoo.com |
| PRBU CAR | Camp Bado Dangwa, La Trinidad, Benguet | 09687578636/ 09069216908 or email: prbu_cor@yahoo.com |
| PRBU BARMM | Camp General Salipada K. Pendatun, Parang, Maguindanao | 09669918987/ 09531671010 or email: prbuarmm@yahoo.com |

**Supervisory Office for Security and Investigation Agencies (SOSIA)**

**SECURITY LICENSING DIVISION**

**1. Authority to Purchase Firearms (ATPF)**

An Authority signed by the Chief, SOSIA issued to Private Security Service Providers (PSSPs) authorizing them to acquire through purchase or transfer firearms for use in the provision of private security services, subject to the requirements of the law limiting the maximum firearms to be acquired to a ratio of one (1) firearm for every private security personnel employed. The Authority is valid for sixty (60) Days from the date of issuance.

| | |
|---|---|
| **Office or Division:** | Agency Licensing Section, Security Licensing Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Security Service Providers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request addressed to the Chief, SOSIA (Use Security Licensing Division (SLD) format) Make/Type/ Caliber of Firearms & No. of units must be incorporated in the Letter). (1 Original Copy) | Client – Private Security Service Provider (PSSP) |
| 2. License to Operate (LTO). (1 Authenticated Copy) | Client – Private Security Service Provider (PSSP) |
| 3. Latest Monthly Disposition Report. (1 Original Copy) | Client – Private Security Service Provider (PSSP) |

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|---|---|
| 4. Firearms Records Verification (FRV) and Firearms Information Management System (FIMS) or Certificate of No Firearms from Firearms and Explosives Office.<br>(1 Original Copy) | Records Section, Firearms and Explosives Office (FEO) |
| 5. Certificate of Non-Pending Case.<br>(1 Original Copy) | Enforcement Management Division (EMD), Supervisory Office for Security and Investigation Agencies (SOSIA) |
| 6. Security Service Contract/s or Notice to Proceed with notary, indicate number of guards and effect date.<br>(1 Original Copy) | Client – Private Security Service Provider (PSSP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the original and/or authenticated requirements in one folder; | 1. Validate numbers of firearms versus security guards and conducts random license verification of security guards; and then signs at action slip. | None | 1 Day | Chief, Records Section (RS), Security Licensing Division (SLD), SOSIA |

| | | | | |
|---|---|---|---|---|
| 2. Receives acknowledgement receipt issued by the Authority to Purchase Firearms (ATPF) Evaluator/ Processor if application was received. | 2.1 Evaluates Completeness, Validity and Authenticity of all documentary requirements attached at the application folder then receives application folder; and drafts the Memorandum of Authority to Purchase Firearms (ATPF), then affixed signature at action slip. | None | 1 Day | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Checks and reviews the documentary requirements and Memorandum for Authority to Purchase Firearms (ATPF) attached at the application folder. | None | 4 Hours | Chief Clerk, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.3 Review, Evaluates and signs the Memorandum of Authority to Purchase Firearms (ATPF) and recommends the approval of the same; then signs at action slip. | None | 6 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

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|---|---|---|---|---|
| | 2.4 Reviews application folder, signs the Memorandum of Authority to Purchase Firearms (ATPF) and recommends approval of the same; then signs at action slip. | None | 6 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| | 2.5 Reviews application folder and recommends approval of the same and then signs. | None | 4 Hours | Assistant Chief, SOSIA |
| | 2.6 Review and signs on the Memorandum, approving the application. | None | 4 Hours | Chief, SOSIA |
| 3. Claims the approved Memorandum of Authority to Purchase Firearms (ATPF). | 3. Approved Memorandum of Authority to Purchase Firearms (ATPF). | None | | Private Security Service Provider (PSSP) |
| | **TOTAL:** | **None** | **5 Days** | |

Authority to Purchase Firearms (ATPF) is covered under R.A. 11917.

## 2. Application for New License to Operate of Private Security Agency (PSA) & Company Guard Force (CGF)

A License to Operate (LTO) duly signed by the Chief, SOSIA is issued to Private Security Agency (PSA) and Company Guard Forces (CGF), authorizing them to engage in private security services industry and provide for the security needs of their own institutions. The Agency Licensing Section (ALS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in evaluating and processing the applications prior to the approval of License to Operate (LTO) by Chief, SOSIA.

The requirements and process provided in this section is for the issuance of License to Operate (LTO) to new Private Security Agency (PSA) and Company Guard Forces (CGF).

| | |
|---|---|
| **Office or Division:** | Agency Licensing Section, Security Licensing Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B - Government to Business |
| **Who may avail:** | Private Security Agency (PSA) and Company Guard Force (CGF) Provider |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Security Manager License to Exercise Security Profession (LESP). (1 Authenticated Photocopy) | Records Section (RS), Security Licensing Division (SLD), SOSIA /Regional Civil Security Units (RCSUs) |
| 2. Notarized License to Operate (LTO) Application Form. (1 Original Copy) | Agency Licensing Section, Security Licensing Division, SOSIA |
| 3. Appropriate business/Company Registration Documents:<br><br>a. For Sole/ Single Proprietorship-<br>• Certificate of Business Registration issued by the Department of Trade & Industry (DTI) indicating the name of Client with valid Security Manager License to Exercise Security Profession (LESP) as Owner/ Proprietorship. (1 Original Copy)<br><br>b. For Juridical Entity –<br>• Certificate of Registration issued by Securities and Exchange Commission (SEC) / Cooperative Development | Department of Trade & Industry (DTI) / Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) Offices |

| | |
|---|---|
| Authority (CDA), or equivalent government agency; and Relevant documents indicating the name of Client with valid Security Manager License to Exercise Security Profession (LESP) as part owner or holder of at least one (1) share of stock with voting rights (e.g. SEC= Articles of Incorporation; CDA= Approved By- laws, etc.) including the Articles of Incorporation, By-laws and a Board Resolution authorizing the Licensee to represent the juridical entity.<br>(1 Original Copy) | |
| 4. Bank Certification/Statement or Treasurer's Certificate indicating at least One Million pesos (PHP 1,000,000.00) of available funds.<br>(1 Original Copy) | Any Reputable Bank |
| 5. Surety Bond, with coverage amount of at least Fifty Thousand pesos (PHP 50,000.00), issued by a competent and reputable surety, fidelity, or insurance company duly accredited by the Insurance Commission.<br>(1 Original Copy) | Any Institution Accredited by Insurance Commission |
| 6. Valid Security Officer License to Exercise Security Professions (LESPs) of the required Private Security Personnel (PSP) staff (at least one (1) Operation Officer and one (1) Admin Officer). (1 Authenticated Photocopy) | Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA / Records Section, Security Licensing Division (SLD), SOSIA |
| 7. Training Certificate of the Licensee Security Industry Regulation Seminar (SIRS) by SOSIA.<br>(1 Original or Photocopy Authenticated by STMD, SOSIA) | Security Training Management Division (STMD), SOSIA |

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|---|---|
| 8. Valid Security Officer (SO) / Security Consultant (SC) License to Exercise Security Profession (LESP) of the Licensee and Staff as necessary. (1 Original or Authenticated Photocopy) | Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA / Records Section, SLD, SOSIA |
| 9. Proof of Ownership of Office or Lease Contract of Property (Valid for at least one (1) year) under the name of Private Security Agency (PSA). (1 Original or Authenticated Copy by the issuing office) | Client – Private Security Service Provider (PSSP) |
| 10. Appropriate Facilities based on the Nature of the Security Service. (Original Pictures) | Client – Private Security Service Provider (PSSP) |
| 11. Inspection Report and Inspection Checklist. (with attached Letter Order) (1 Original Copy) | Enforcement Management Division, (EMD), SOSIA or Regional Civil Security Units (RCSUs) |
| 12. Appropriate and Sufficient Equipment for efficient operation. (Original Pictures) | Client – Private Security Service Provider (PSSP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online License to Exercise Security Profession (LESP) through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |
| 2. Client-applicant Private | 2.1 Checks the Completeness, Validity and | None | 4 Hours | Evaluator, Agency Licensing |

| | | | | |
|---|---|---|---|---|
| Security Agency (PSA) or Company Guard Force (CGF) will log-on to their online accounts to check if there are noted deficiency or defects on the uploaded documentary requirements.<br><br>Submit/upload the valid and authentic copy, if there is any document required for resubmission. | Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | | | Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness and Validity of uploaded documents, and recommends for the approval of application. | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.3 Ratifies the evaluation of the uploaded documents and advise for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| 3. Clients Private Security Agency (PSA) and Company Guard Force (CSF) will check their online accounts for any noted defects or deficiency in the application, and submit the noted | 3.1 Endorse the approval of application. | None | 3 Hours | Assistant Chief, SOSIA |
| | 3.2 Approves/ Disapproves the License to Operate (LTO) application. | None | 2 Hours | Chief, SOSIA |

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| lacking requirement/ s, if any. | | | | |
| 4. Submit the Complete, Valid and Authentic copies of the uploaded documentary requirements . | 4. Checks the Completeness , Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) issuance. | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Settle the Necessary Fees. | 5. Issues Order of Payment (OP). | National License Fee (PHP 2,500.00/ year) + Guards Registrati on Fee (PHP 50.00/ guard/ year) + Miscellan eous Fee (PHP 300.00) | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 6. Submit Special Bank Receipt (SBR) to Processor. | 6. Receives the Special Bank Receipt (SBR) issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
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| 7. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements in exchange of the original or authenticated copies of the documents for record purposes. | 7. Checks the actual documents and release the License to Operate (LTO) after signature by Chief, ALS; Chief, SLD; countersigned by Assistant Chief, SOSIA; and approved by Chief, SOSIA. | None | 30 Minutes | Processor/ Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00)** | **4 Days** | |

Application for New License to Operate of Private Security Agency (PSA) & Company Guard Force (CGF) is covered under R.A. 11917.

## 3. Application for Renewal License to Operate of Private Security Agency (PSA) and Company Guard Force (CGF)

A License to Operate (LTO) duly signed by the Chief, SOSIA is issued to Private Security Agency (PSA) and Company Guard Forces (CGF), authorizing them to engage in private security services industry and provide for the security needs of their own institutions. The Agency Licensing Section (ALS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in evaluating and processing the applications prior to the approval of License to Operate (LTO) by Chief, SOSIA. The requirements and process provided in this section is for the issuance of License to Operate (LTO) to new Private Security Agency's (PSAs) and Company Guard Forces (CGFs).

The requirements and process provided in this section is for the Renewal of License to Operate (LTO) for existing Private Security Agency's (PSAs) and Company Guard Forces (CGFs).

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|---|---|
| **Office or Division:** | Agency Licensing Section, Security Licensing Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B - Government to Business |
| **Who may avail:** | Private Security Agency (PSA) and Company Guard Force (CGF) Provider |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Security Manager License to Exercise Security Profession (LESP) (1 Original Copy) | Records Section (RS), Security Licensing Division, SOSIA /Regional Civil Security Units (RCSUs) |
| 2. Notarized License to Operate (LTO) Application Form; (1 Original Copy) | Agency Licensing Section (ALS), Security Licensing Division (SLD) |
| 3. Appropriate business/ Company Registration Documents from Department of Trade & Industry (DTI), Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), or equivalent government agency indicating the name of Operator as proprietor, president, at least 1% stockholder with voting rights, or its equivalent.<br><br>a. For Sole/ Single Proprietorship-<br>• Certificate of Business Registration issued by the Department of Trade & Industry (DTI) indicating the name of Client with valid Security Manager License to Exercise Security Profession (LESP) as Owner/ Proprietorship. | Department of Trade & Industry (DTI) / Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) Offices |

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|---|---|
| (1 Original Copy)<br><br>b. For Juridical Entity –<br>• Certificate of Registration issued by Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA), or equivalent government agency; and Relevant documents indicating the name of Client with valid Security Manager (SM) License to Exercise Security Profession (LESP) as part owner or holder of at least one (1) share of stock with voting rights (e.g. SEC= Articles of Incorporation; CDA= Approved By- laws, etc.) including the Articles of Incorporation, By-laws and a Board Resolution authorizing the Licensee to represent the juridical entity. (1 Original Copy) | |
| 4. Annual Income Tax Returns (ITR). (1 Original Copy) | Bureau of Internal Revenue |
| 5. Value Added Tax (VAT) Payments. (1 Original Copy) | Private Security Service Provider (PSSP) /Bureau of Internal Revenue (BIR) |
| 6. Previous Local Government Unit (LGU) business permit. (1 Original Copy) | Local Government Unit (LGU) |
| 7. Social Security System (SSS), Philhealth, and Pag-IBIG Registration. (1 Original Copy) | Social Security System (SSS), Philhealth, Pag-IBIG Office |
| 8. Bank Certification/Statement or Treasurer's Certificate indicating at least One Million pesos (PHP 1,000,000.00) of available funds. (1 Original Copy) | Any Reputable Bank |
| 9. Surety Bond, with coverage amount appropriate to the number of Private Security Personnel's (PSPs) employed, issued by competent reputable surety, fidelity, or insurance company duly accredited by the Insurance Commission. (1 Original Copy) | Accredited by Insurance Commission |

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|---|---|
| 10. Valid License to Exercise Security Profession (LESPs) of the required PSP staff (at least one (1) Operation and one (1) Admin Officer).<br>(1 Original or Authenticated Copy by the issuing office) | Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA /<br>Records Section, Security Licensing Division (SLD), SOSIA |
| 11. Appropriate certificates of the required Private Security Personnel (PSP) staff.<br>(1 Authenticated Photocopy) | Security Training Management Division (STMD), SOSIA |
| 12. Proof of Ownership of Office or Lease Contract of Property (Valid for at least one (1) year) under the name of Private Security Agency (PSA).<br>(1 Original or Authenticated Copy by the issuing office) | Client – Private Security Service Provider (PSSP) |
| 13. Inspection Report and Inspection Checklist (with attached Letter Order).<br>(1 Original Copy) | Supervisory Office for Security and Investigation Agencies (SOSIA) / Regional Civil Security Units (RCSUs) |
| 14. Appropriate and sufficient equipment for efficient operation. (Original Pictures) | Client – Private Security Service Provider (PSSP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online License to Exercise Security Profession (LESP) through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |

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|---|---|---|---|---|
| 2. Client-applicant Private Security Agency (PSA) and Company Guard Force (CGF) will check their online accounts to check whether there is any document/s required to be a resubmitted or none. | 2.1 Checks the Completeness, Validity and Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | None | 4 Hours | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness and Validity of all uploaded documents and recommends approval of applications. | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD) |
| | 2.3 Ratify the uploaded documents and advice for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| 3. Clients Private Security Agency (PSA) and Company Guard Force (CGF) will check their online accounts to check whether there is any document/s | 3.1 Endorse the approval of application. | None | 3 Hour | Assistant Chief, SOSIA |
| | 3.2 Approves/ Disapproves License to Operate (LTO) application. | None | 2 Hours | Chief, SOSIA |

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| required to be a resubmitted or none. | | | | |
| 4. Submit the Complete, Valid and Authentic copies of the uploaded documentary requirements. | 4. Checks the Completeness, Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) issuance. | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Settle the necessary Fees. | 5. Issues Order of Payment (OP). | National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00) | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 6. Submit Special Bank Receipt (SBR) to Processor. | 6. Receives the Special Bank Receipt (SBR) issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 7. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements | 7. Checks actual documentary requirements and performs final evaluation of all documents. Release the License to Operate (LTO) | None | 30 Minutes | Processor/ Action PNCO, Office of the Chief, SOSIA |

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|---|---|---|---|---|
| in exchange of the original or authenticated copies of the documents for record purposes. | after signature by Chief, ALS; Chief, SLD; Countersigned by Assistant Chief, SOSIA; and approved by Chief, SOSIA. | | | |
| | **TOTAL:** | **National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00)** | **4 Days** | |

Application for Renewal License to Operate of Private Security Agency (PSA) and Company Guard Force (CGF) Is covered under R.A. 11917.

### 4. Application for New Government Security Force License (GSF) to Operate (LTO)

A License to Operate duly signed by the Chief, SOSIA issued to Government Security Force (GSF) authorizing it to engage in security services required by their own Institutions valid for three (3) years. The Agency Licensing Section (ALS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in the evaluating and processing of applications prior to the approval of issuance thereof by Chief, SOSIA.

The requirements and process provided in this section is for the issuance of License to Operate (LTO) to new Government Guard Forces (GSFs).

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|---|---|
| **Office or Division:** | **Agency Licensing Section, Security Licensing Division** |
| **Classification:** | **Complex** |
| **Type of Transaction:** | **G2G - Government to Government** |
| **Who may avail:** | **Government Security Forces (GSFs)** |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| | |
|---|---|
| 1. Letter request addressed to Chief, SOSIA. (1 Original Copy) | Client – Government Security Force |
| 2. Notarized License to Operate (LTO) Application Form. (1 Original Copy) | Agency Licensing Section, Security Licensing Division, SOSIA |
| 3. Charter of the agency concerned, law or other similar documents that shows the law creating such government agency authorized to create a security force. (1 Original Copy) | Client – Government Security Force |
| 4. Lists of licensed/registered firearms. (1 Original Copy) | Client – Government Security Force /Firearms and Explosives Office (FEO) |
| 5. Lists of government security personnel with valid License to Exercise Security Profession (LESP) handling firearms with their Personal Data Sheets (PDS). (1 Original Copy) | Government Security Force /SOSIA |
| 6. Firearms Record Verification (FRV)/ Firearms Information Management System (FIMS). (1 Original Copy) | Records Section, Firearms Licensing Division, Firearms and Explosives Office (FEO) |
| 7. Designated posts of Government Security personnel. (1 Original Copy) | Client – Government Security Force |
| 8. Appointment Order/ Plantilla. (1 Original Copy) | Client – Government Security Force |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online LESP through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |

| | | | | |
|---|---|---|---|---|
| 2. Client-applicant Government Security Force (GSF) will log-on to their online accounts to check if there are noted deficiency or defects on the uploaded documentary requirements.<br><br>Submit/upload the valid and authentic copy, if there is any document required for resubmission. | 2.1 Checks the Completeness, Validity and Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | None | 4 Hours | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness and Validity of uploaded documents, and recommends for the approval of application. | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.3 Ratifies the evaluation of the uploaded documents and advise for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |

| | | | | |
|---|---|---|---|---|
| 3. Clients Government Security Force (GSF) will check their online accounts for any noted defects or deficiency in the application, and submit the noted lacking requirement /s, if any. | 3.1 Endorse the approval of application. | None | 3 Hours | Assistant Chief, SOSIA |
| | 3.2 Approves/ Disapproves the License to Operate (LTO) applications. | None | 2 Hours | Chief, SOSIA |
| 4. Submit the Complete, Valid and Authentic copies of the uploaded documentary requirements. | 4. Checks the Completeness, Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) issuance. | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Settle the necessary Fees. | 5. Issues Order of Payment. (OP). | National License Fee (PHP 2,500.00/ year) Guards + Registration Fee (PHP 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00) | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
|---|---|---|---|---|
| 6. Submit Special Bank Receipt (SBR) to Processor. | 6. Receives the Special Bank Receipt (SBR) issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 7. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements in exchange of the original or authenticated copies of the documents for record purposes. | 7. Check actual and final evaluation of all documents and release the License to Operate (LTO) after signature by Chief, ALS; Chief, SLD; Countersigned by Assistant. Chief, SOSIA; and approved by Chief, SOSIA. | None | 30 Minutes | Processor/ Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00)** | **4 Days** | |

Application for New Government Security Force License to Operate (LTO) is covered under R.A. 11917.

### 5. Application for Renewal of Government Security Force (GSF) License to Operate (LTO)

A License to Operate duly signed by the Chief, SOSIA issued to Government Security Forces (GSFs) authorizing it to engage in security services required by their own Institutions valid for three (3) years. The Agency Licensing Section (ALS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in the evaluating and processing of applications prior to the approval of issuance thereof by Chief, SOSIA.

The requirements and process provided in this section is for the renewal of License to Operate (LTO) for existing Government Security Forces (GSFs).

| | |
|---|---|
| **Office or Division:** | **Agency Licensing Section, Security Licensing Division** |
| **Classification:** | **Complex** |
| **Type of Transaction:** | **G2B – Government to Government** |
| **Who may avail:** | **Government Security Force (GSF)** |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter request Addressed to Chief, SOSIA (1 Original Copy) | Client – Government Security Force |
| 2. Notarized License to Operate (LTO) Application Form; (1 Original Copy) | Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 3. Charter of the agency concerned, law or other similar documents that shows the law creating such government agency authorized to create a security force. (1 Original Copy) | Client – Government Security Force |
| 4. Lists of licensed/registered firearms. (1 Original Copy) | Client – Government Security Force /Firearms Explosive Office |
| 5. Lists of government security personnel with valid License to Exercise Security Profession (LESP) handling firearms with their Personal Data Sheets (PDS). (1 Original Copy) | Client – Government Security Force /Supervisory Office for Security and Investigation Agencies |
| 6. Firearms Record Verification (FRV)/ Firearms Information Management System (FIMS). (1 Original Copy) | Firearms Explosive Office (FEO) |
| 7. Designated posts of Government Security personnel. (1 Original Copy) | Client – Government Security Force |

| | |
|---|---|
| 8. Appointment Order/Plantilla. (1 Original Copy or Authenticated Copy) | Client – Government Security Force |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online LESP through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |
| 2. Client-applicant Government Security Force (GSF) will log-on to their online accounts to check if there are noted deficiency or defects on the uploaded documentary requirements.<br><br>Submit/upload the valid and authentic copy, if there is any document required for | 2.1 Checks the Completeness, Validity and Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | None | 4 Hours | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness, Validity and Authenticity of uploaded documents, and recommends for the approval of | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

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| resubmission . | application. | | | |
| | 2.3 Ratifies the evaluation of the uploaded documents and advise for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| 3. Clients Government Guard Force (GSF) will check their online accounts for any noted defects or deficiency in the application, and submit the noted lacking requirement/ s, if any. | 3.1 Endorse the approval of application. | None | 3 Hours | Assistant Chief, SOSIA |
| | 3.2 Approves/ Disapproves the License to Operate (LTO) applications. | None | 2 Hours | Chief, SOSIA |
| 4. Submit the physical copies of the Complete, Valid and Authentic copies of the uploaded documentary requirements . | 4. Checks the Completeness, Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) issuance. | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Settle the necessary Fees. | 5. Issues Order of Payment (OP). | National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
|---|---|---|---|---|
| | | 50.00/ guard/ year) + Miscellaneous Fee (PHP 300.00) | | |
| 6. Submit Special Bank Receipt (SBR) to Processor. | 6. Receives the SBR issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 7. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements in exchange of the original or authenticated copies of the documents for record purposes. | 7. Check actual and final evaluation of all documents and release the License to Operate (LTO) after signature by Chief, ALS; Chief, SLD; Countersigned by Assistant Chief, SOSIA; and approved by Chief, SOSIA. | None | 30 Minutes | Processor/ Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **National License Fee (PHP 2,500.00/ year) + Guards Registration Fee (PHP 50.00/ guard/ year) + Miscella** | **4 Days** | |

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| | **neous Fee (PHP 300.00)** | | |

Application for Renewal of Government Security Force License to Operate (LTO) is covered under R.A. 11917.

### 6. Application for License to Exercise Security Profession (LESP) New and Renewal (Online)

The License to Exercise Security Profession (LESP) is issued to individuals engaged in the occupation, calling for employment as a Private Security Professional (PSP), after complying with both academic/scholastic and skills/training requirements subject to additional requirements under the law and as prescribed by the Chief, SOSIA. The Personnel Licensing Section (PLS) of the Security Licensing Division (SLD) is the Office Primarily Responsible (OPR) in the evaluating and processing of applications prior to the approval of issuance thereof by Chief, SOSIA.

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|---|---|
| **Office or Division:** | Personnel Licensing Section, Security Licensing Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Private Security Professionals (PSPs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Accomplished SOSIA Application Form (New and Renewal). (1 Original Copy) | Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA |
| 2. High School Diploma **(for Security Guard/Watchmen)**<br>College Diploma and Transcript of Records (**for Security Office and Security Manager)**<br>Master's Degree Diploma and TOR. **(for Security Consultant)**<br>(1 Original Copy) | Client's School |
| 3. Birth Certificate.<br>(1 Original/Authenticated copy) | Philippine Statistics Authority (PSA) |
| 4. National Police Clearance. (New and Renewal (1 Original Copy) | City/Municipal Police Station |
| 5. Drug Test Result. (New and Renewal) (1 Original Copy) | DOH-Accredited Drug Testing Centers |
| 6. Neuro-Psychiatric Test. (New and Renewal) (1 Original Copy) | DOH-Accredited NP Testing Centers |
| 7. Medical Certificate. (New and Renewal) (1 Original Copy) | DOH-Accredited Medical Centers |

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| 8. Certificate of Completion of PLTP and/or PSPTP form a PSTA with valid LTO and LOA (Original) (new Client; and Certificate of Completion of RTC from a PSTA with valid LTO and LOA Original. (Renewal) (1 Original Copy) | SOSIA Recognized PSTAs |
| 9. Certificate of Employment. (for Security Officer/Security Consultant (SO/SC) (1 Original Copy) | Client's Employer |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Registered at Online LESP through https://sosia.pnp-csg.org. Sign-up, update profile and fill-out all the information needed. Next, apply in the License to Exercise Security Profession (LESP) dashboard, simply select the Licensing tab. Input the Private Security Training Agency (PSTA) last attended and the License | None | None | 20 Minutes | Evaluator, Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA |

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| Category applying for. To proceed, click the Apply button. Then, Client will be prompted to UPLOAD the scanned or photo of the requirements. After uploading all of the needed requirements, click Submit. | | | | |
| 2. Evaluation of the uploaded requirements will commence upon validation of Neuro-Psychiatric Result by Neuro-Psychiatric Section, Health Service, PNP, and Training Certificates by Security Training Management | 2. Online evaluation of the documents to determine completeness, authenticity and validity. | None | 20 Minutes | Evaluator, Security Training Management Division (STMD) and Evaluator, Security Licensing Division (SLD), SOSIA |

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| Division (STMD), SOSIA. Likewise, uploaded requirements will be evaluated by Security Licensing Division (SLD), SOSIA for approval. | | | | |
| 3. Once the application is approved, **For Scheduling** button will appear. Click and choose your preferred time and Satellite Office (SATO) or Regional Civil Security Unit (RCSU) location. SMS Notification will be sent to your registered mobile number regardless of the status of the application | None | None | 5 Minutes | Client |

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| 4. Receives Order of Payment (OP) and go to Land Bank of the Philippines (LBP) to pay the necessary Fee/s. | 4.1. Actual Evaluation of uploaded documents and Order of Payment (OP) for license Fee will be issued and payable at any LANDBANK Branch. | None | 10 Minutes | Chief Clerk, Personnel Licensing Section (PLS), Security Licensing Division (SLD), SOSIA |
| | 4.2. LBP receives Order of Payment (OP) and payment then issued Special Bank Receipt (SBR) to Client. | Appropriate Fee based on Schedule of Fees | (10 Minutes)<br><br>(LBP is an entity outside PNP, work time not included) | Landbank Action Officer (LBP is an entity outside PNP, work time not included) |
| | 4.3. Receives Special Bank Receipt (SBR) and attaches the Special Bank Receipt (SBR) to the application folder for updating of payment. | None | 10 Minutes | Encoder, Personnel Licensing Section (PLS)/Computer and Information Technology Section (CITS), SLD, SOSIA |
| | 4.4. Forwards | None | 10 Minutes | Chief Clerk, |

| | | | | |
|---|---|---|---|---|
| | application folder to ID Production Section (IDPS) for Printing of License to Exercise Security Profession (LESP) Card. | | | Computer and Information Technology Section (CITS), SLD, SOSIA |
| 5. Return the application folder together with the License to Exercise Security Profession (LESP) card. | 5. Release of License to Exercise Security Profession (LESP) Card | None | 5 Minutes | Chief Clerk, Security Licensing Division (SLD), SOSIA |
| | **TOTAL:** | **None** | **1 Hour & 20 Minutes (per application folder)** | |

Application for License to Exercise Security Profession (LESP) New and Renewal (Online) is covered under R.A. 11917.

**Schedule of Fees for License to Exercise Security Profession (LESP)**

| License | License Fee | ID Card Fee | Total | License | License Fee | ID Card Fee | Total |
|---|---|---|---|---|---|---|---|
| Security Watchmen | ₱300.00 | ₱200.00 | ₱500.00 | Security Manager | ₱450.00 | ₱200.00 | ₱650.00 |
| Security Guard | ₱300.00 | ₱200.00 | ₱500.00 | Security Consultant | ₱450.00 | ₱200.00 | ₱650.00 |
| Bank and Armored Guard | ₱300.00 | ₱200.00 | ₱500.00 | Security Officer | ₱450.00 | ₱200.00 | ₱650.00 |
| Security Canine Handler | ₱450.00 | ₱200.00 | ₱650.00 | Company Security Manager | ₱450.00 | ₱200.00 | ₱650.00 |
| Company Security Guard | ₱300.00 | ₱200.00 | ₱500.00 | Company Security Officer | ₱450.00 | ₱200.00 | ₱650.00 |
| Protection Agent | ₱450.00 | ₱200.00 | ₱650.00 | Private Detective | ₱450.00 | ₱200.00 | ₱650.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Security Hardware and Systems Operator | ₱300.00 | ₱200.00 | ₱500.00 | Security Hardware and Systems Designer and Planner | ₱300.00 | ₱200.00 | ₱500.00 |
| Government Security Manager | ₱450.00 | ₱200.00 | ₱650.00 | Government Security Guard | ₱15.00 | ₱200.00 | ₱215.00 |
| Government Security Officer | ₱450.00 | ₱200.00 | ₱650.00 | | | | |

## 7. Change of Business Status from Single Proprietorship to Corporation as PSA

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Agency (PSA) purposely for the Change of Business Status from Single Proprietorship to Corporation.

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|---|---|
| **Office or Division:** | Agency Licensing Section, Security Licensing Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | Private Security Service Provider (PSSP) |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request Addressed to the Chief, SOSIA. (with affidavit of undertaking) (1 Original Copy) | Client |
| 2. Notarized License to Operate (LTO) Application Form. (1 Original Copy) | Agency Licensing Section, Security Licensing Division, SOSIA |
| 3. Previous License to Operate (LTO). (1 Original Copy) | Private Security Service Personnel |
| 4. Board Resolution indicating therein the reason for a Change of Business Status- (applicable only for Corporation). (1 Original Copy) | Client |
| 5. Amended Articles of Information or Security Exchange Commission (SEC) Certificate with attached General Information Sheet (GIS) issued by Securities and Exchange Commission (SEC). (1 Original or Authenticated Copy) | Security Exchange Commission (SEC) |
| 6. Inspection Report (1 Original Copy) | Client |

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| 7. Certificate of Department of Trade and Industry (DTI) cancellation (applicable only for Single Proprietorship<br>(1 Original Copy) | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online LESP through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |
| 2. Clients will check their online accounts to check whether there is any document/s required to be a resubmitted or none. | 2.1 Checks the Completeness, Validity and Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | None | 4 Hours | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness and Validity of all uploaded documents and recommends approval of applications. | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
|---|---|---|---|---|
| | 2.3 Ratify the uploaded documents and advice for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| | 2.4 Endorse the approval of application. | None | 3 Hours | Assistant Chief, SOSIA |
| | 2.5 Approves/ Disapproves License to Operate (LTO) applications. | None | 2 Hours | Chief, SOSIA |
| 3. Submit the Complete, Valid and Authentic copies of the uploaded documentary requirements . | 3. Checks the Completeness, Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) issuance. | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 4. Submit latest Monthly Disposition Report (MDR) and Settle necessary Fees. | 4. Issued Order of Payment (OP). | Miscellaneous Fees (PHP 500.00) | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Submit Special Bank Receipt (SBR) to Processor. | 5. Receives the Special Bank Receipt (SBR) issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
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| 6. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements in exchange of the original or authenticated copies of the documents for record purposes. | 6. Check actual and final evaluation of all documents and release the License to Operate (LTO) after signature by Chief, ALS; Chief, SLD; Countersigned by Assistant Chief, SOSIA; and approved by Chief, SOSIA. | None | 30 Minutes | Action PNCO, OCSOSIA |
| | **TOTAL:** | **Miscellaneous Fees (PHP 500.00)** | **4 Days** | |

Change of Business Status from Single Proprietorship to Corporation as PSA is covered under R.A. 11917.

### 8. Change of Licensee/Business Address and/or Business Name of PSA

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Agency (PSA) purposely for the Change of Licensee/Business Address and/or Business Name.

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|---|---|
| **Office or Division:** | Agency Licensing Section, Security Licensing Division |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | Private Security Service Provider |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request Addressed to the Chief, SOSIA. (with affidavit of undertaking) (1 Original Copy) | Client |
| 2. Notarized LTO Application Form. (1 Original Copy) | Agency Licensing Section, SLD, SOSIA |

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|---|---|
| 3. Previous License to Operate (LTO). (1 Original Copy) | Client |
| 4. Board Resolution indicating therein the reason for a Change of Business Status- (applicable only for Corporation); (1 Original Copy).<br>In case of Change of Licensee, the Board Resolution should indicate that the appointed licensee is either the president or one of its directors, authorized by the board, and holder of at least one share of stock. | Client |
| 5. Amended Articles of Information or Securities and Exchange Commission Certificate with attached General Information Sheet (GIS) issued by Securities and Exchange Commission. (1 Original or Authenticated Copy) | Client |
| 6. Inspection Report (1 Original Copy) | Client |
| 7. Certificate of Department of Trade and Industry (DTI) cancellation (applicable only for Single Proprietorship.<br>(1 Original Copy) | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online LESP through https://sosia.pnp-csg.org. Once registered, upload the original and/or authenticated copies of all documentary requirements online. | None | None | Client's discretion | Client |

| | | | | |
|---|---|---|---|---|
| 2. Clients will check their online accounts to check whether there is any document/s required to be a resubmitted or none. | 2.1 Checks the Completeness, Validity and Authenticity of the uploaded documentary requirements. Once, complied submit to Chief, ALS if not sent back to Agency or to Inspection Team to comply. | None | 4 Hours | Evaluator, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.2 Reviews the Completeness and Validity of all uploaded documents and recommends approval of applications. | None | 10 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| | 2.3 Ratify the uploaded documents and advice for the approval of application. | None | 4 Hours | Chief, Security Licensing Division (SLD), SOSIA |
| | 2.4 Endorse the approval of application. | None | 3 Hours | Assistant Chief, SOSIA |
| | 2.5 Approves/ Disapproves License to Operate (LTO) applications. | None | 2 Hours | Chief, SOSIA |
| 3. Submit the physical copies of the Complete, Valid and Authentic copies of the | 3. Checks the Completeness, Validity and Authenticity of the actual documents and endorse for Order of Payment (OP) | None | 8 Hours | Chief, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |

| | | | | |
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| uploaded documentary requirements. | issuance. | | | |
| 4. Submit latest Monthly Disposition Report (MDR) and Settle Necessary Fees. | 4. Issued Order of Payment (OP). | Miscellaneous Fees (PHP 500.00) | 10 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 5. Submit Special Bank Receipt (SBR) to Processor. | 5. Receives the SBR issued by Landbank. Prints the License to Operate (LTO). | None | 20 Minutes | Processor, Agency Licensing Section (ALS), Security Licensing Division (SLD), SOSIA |
| 6. Claim the approved License to Operate (LTO) and submit photocopy of the submitted documentary requirements in exchange of the original or authenticated copies of the documents for record purposes. | 6. Check actual and final evaluation of all documents and release the License to Operate (LTO) after signature by Chief, ALS; Chief, SLD; Countersigned by Assistant Chief, SOSIA; and approved by Chief, SOSIA. | None | 30 Minutes | Action PNCO, OCSOSIA |
| | **TOTAL:** | **Miscellaneous Fees (PHP 500.00)** | **4 Days** | |

Change of Licensee/Business Address and/or Business Name of PSA is covered under R.A. 11917.

### 9. SEC/DTI Endorsement for Private Security Agency (PSA)

Endorsement for business name and other changes such as address, licensee and etc.

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| **Office or Division:** | Records Section, Security Licensing Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | All (General Public) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter request stated therein the following below (1 Original and Photocopy).<br>• Name of Licensee;<br>• Desired Private Security Agency/ Private Detective Agency (PSA/PDA) corporate/business name; and<br>• Desired Private Security Agency/ Private Detective Agency (PSA/PDA) corporate/business address. | Client |
| **ADDITIONAL DOCUMENTARY REQUIREMENTS FOR SPECIFIC ENDORSEMENT:**<br>a. For New Corporation:<br>• Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Articles of Incorporation originally signed by Incorporators (1 Original copy).<br>• By-Laws (1 Original copy).<br><br>b. For New Partnership:<br>• Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Articles of Partnership originally signed by Partners (1 Original copy).<br><br>c. From Single Proprietorship to Corporation: | Security and Exchange Commission (SEC)<br>Department of Trade and Industry (DTI) |

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| • Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Articles of Incorporation originally signed by Incorporators (1 Original copy).<br>• By-Laws originally signed by Incorporators (1 Original copy).<br>• Former Private Security Agency/ Private Detective Agency (PSA/PDA) as Single Proprietorship Department of Trade and Industry (DTI) Certificate of Cancellation (1 Photocopy)<br><br>d. From Single Proprietorship to Partnership:<br>• Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Articles of Partnership originally signed by Partners (1 Original copy).<br>• By-Laws (1 Original copy).<br>• Former Private Security Agency/ Private Detective Agency (PSA/PDA) as Single Proprietorship Department of Trade and Industry (DTI) Certificate of Cancellation (1 Photocopy)<br><br>e. From Corporation to Single Proprietorship:<br>• Additionally, state in the Letter Request the reason and purpose of change (1 Original copy).<br>• Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Corporate Board Resolution signed by the Incorporators including the Licensee, stating therein the change from Corporation to Single Proprietorship (1 Original and | |

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| Photocopy).<br>• Former Private Security Agency (PSA)/Private Detective Agency (PDA) as Corporation Security and Exchange Commission (SEC) Revocation (1 Photocopy).<br><br>f. From Corporation to Partnership:<br>• Additionally, state in the Letter Request the reason and purpose of change (1 Original copy).<br>• Corporate/Business name Reservation from Security and Exchange Commission (SEC).<br>• Corporate Board Resolution signed by the Incorporators including the Licensee, stating therein the change from Corporation to Single Proprietorship (1 Original and Photocopy). | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submits Request for Endorsement and other supporting documents for evaluation only. | 1.1 Checks the completeness and validity of documents then verifies database if allowed or authorized. | None | 1 Hour | Evaluator, Record Section, Security Licensing Division, SOSIA |
| (If request passed evaluation and endorsed for receipt by Evaluator, Record Section, Security Licensing Division, | 2.1 Officially receives request for endorsement, issues claim stub to Client and let him/her sign logbook then signs transaction slip. | None | 1 Hour | Evaluator, Record Section, Security Licensing Division, SOSIA |
| | 2.2 Prepares | None | 1 Day | Processor, |

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| SOSIA)<br><br>2. Submits Request for Endorsement and other supporting documents to be officially received. | Endorsement for Chief, SOSIA then attached to request and signs transaction slip. | | | Record Section, Security Licensing Division, SOSIA |
| | 2.3 Reviews request and attached Endorsement, recommends approval then signs transaction slip. | None | 1 Hour | Chief, Record Section, Security Licensing Division, SOSIA |
| | 2.4. Reviews request and attached Endorsement, recommends approval then countersigns Endorsement and signs transaction slip. | None | 2 Hours | Chief, Security Licensing Division, SOSIA |
| | 2.5 Reviews request and attached Endorsement, recommends approval then countersigns Endorsement and signs transaction slip. | None | 3 Hours | Assistant Chief, SOSIA |
| | 2.6 Approves and signs Endorsement. | None | 4 Hours | Chief, SOSIA |
| | 2.7 Notifies Client of approved Endorsement. | None | 1 Hour | Chief Clerk, Record Section, Security Licensing Division, SOSIA |
| | 2.8 Issues Order of Payment | None | 1 Hour | |

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| | (OP) to Client for national license Fee to be paid at Land Bank of the Philippines. (LBP) | | | |
| 3. Receives Order of Payment (OP) and go to Land Bank of the Philippines (LBP) to pay the necessary Fee/s. | 3. Land Bank of the Philippines (LBP) receives Order of Payment (OP) and payment then issues Special Bank Receipt (SBR) to Client. | PHP 100.00 | | LBP Action Officer (LBP is outside of the PNP, work time |
| 4. Submits Special Bank Receipt (SBR) & Claim Stub. | 4.1 Verifies claim stub and attaches the Special Bank Receipt (SBR) to the request. | None | 1 Hour | Chief Clerk, Record Section, Security Licensing Division, SOSIA |
| | 4.2 Releases Endorsement and let him/her sign the logbook then signs transaction slip. | None | 1 Hour | Chief Clerk, Record Section, Security Licensing Division, SOSIA |
| | **TOTAL:** | **PHP 100.00** | **3 Days** | |

SEC/DTI Endorsement for Private Security Agency (PSA) is covered under R.A. 11917.

## SECURITY TRAINING MANAGEMENT DIVISION (STMD)

### 1. Issuance of New and Renewal of License to Operate (LTO) of Private Security Training Agency (PSTA)

A License to Operate (LTO) duly signed by the Chief, SOSIA issued to Private Security Training Agency (PSTA) authorizing it to engages in the business of providing training, academic and other professional development programs to Private Security Professionals. The Accreditation and Authority Section (AAS) of the Security Training Management Division (STMD) is the Office Primarily Responsible (OPR) in the evaluating and processing of applications prior to the approval of issuance thereof by Chief, SOSIA.

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|---|---|
| **Office or Division:** | Accreditation and Authority Section (AAS), Security Training Management Division (STMD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | All Private Security Training Agencies |

| CHECKLIST OF REQUIREMENTS FOR NEW LTO | WHERE TO SECURE |
|---|---|
| 1. PSTA License to Operate (LTO) Application Form. (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| 2. Valid Training Director License to Exercise Security Profession (LESP). (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| 3. Business/Company Registration<br>a. For Sole/Single Proprietorship<br>• Certificate of Business Registration issued by the Department of Trade and Industry (DTI indicating the name of Client with valid Training Director License to Exercise Security Profession (LESP) as Owner/Proprietor. (2 Original Copy and 2 Photocopy)<br>b. For Juridical Entity<br>• Certificate of Registration issued by Securities Exchange Commission (SEC), Cooperative Development Authority (CDA), or equivalent government Agency. (2 Original Copy and 2 Photocopy) | Securities Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) |

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| • Relevant documents indicating the name of Client with valid Training Director License to Exercise Security Profession (LESP) as part owner or holder of at least one (1) share of stock with voting rights (e.g. SEC Articles of Incorporation; CDA Approved By-laws, etc.). (2 Original Copy and 2 Photocopy)<br><br>c. For Government Entity<br>The law highlighting the provision of its creation or establishment. (2 Original Copy and 2 Photocopy) | |
| 4. Bank Certification/Statement or Treasurer's Certificate indicating at least Five Hundred Thousand Pesos (PHP 500,000.00) of available funds. (2 Original Copy and 2 Photocopy) | Any Reputable Bank |
| 5. Bond, with coverage amount of (PHP 50,000), issued by competent reputable surety, fidelity, or insurance company and duly accredited by the Insurance Commission. (2 Original Copy and 2 Photocopy) | Insurance Company |
| 6. License to Exercise Security Professions (LESPs) of the required PSP staff (must be VALID during the duration of training.<br>• One (1) Training Director, One (1) Training Officer and Three (3) Training Instructor (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| 7. Training Certificate of the Licensee, Security Profession for Training Management Seminar (SPTMS) by SOSIA (Original and Photocopy Authenticated by STMD, SOSIA) as necessary. (2 Original Copy and 2 Photocopy) | Private Security Training Agencies |
| 8. Valid Accreditation of Training Instructors. (2 Original Copy and 2 Photocopy) | Security Training Management Division, SOSIA |

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| 9. Proof of Ownership of Office/Lease contract of property (valid for at least one (1) year). (2 Original Copy and 2 Photocopy) | Lessor |
| 10. Appropriate facilities based on the nature of the security service. (Photos) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| 11. The Inspection/Re-Inspection Checklist and Inspection Report shall be one of the bases for the granting of License to Exercise Profession-Private Security Training Agency (LTO-PSTA) by Chief, PNP through Chief, SOSIA. (2 Original Copy and 2 Photocopy) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| 12. Appropriate and sufficient equipment for efficient operation. (Photos) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| **CHECKLIST OF REQUIREMENTS FOR RENEWAL LTO** | **WHERE TO SECURE** |
| 1. Private Security Training Agency License to Operate (PSTA LTO) Application Form and Valid Training Director License to Exercise Security Profession (LESP). (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| 2. Business/Company Registration<br>a. For Sole/Single Proprietorship<br>• Certificate of Business Registration issued by the Department of Trade and Industry (DTI) indicating the name of Client with valid Training Director License to Exercise Security Profession (LESP) as Owner/Proprietor. (2 Original Copy and 2 Photocopy)<br><br>b. For Juridical Entity<br>• Certificate of Registration issued by Securities Exchange Commission (SEC), Cooperative Development Authority (CDA), or equivalent government Agency<br>• Relevant documents indicating the name of Client with valid | Securities Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) |

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| Training Director License to Exercise Security Profession (LESP) as part owner or holder of at least one (1) share of stock with voting rights (e.g. SEC Articles of Incorporation; CDA Approved By-laws, etc.). (2 Original Copy and 2 Photocopy)<br><br>c. For Government Entity<br>• The law highlighting the provision of its creation or establishment.<br>(2 Original Copy and 2 Photocopy) | |
| 3. Annual Income Tax Returns (ITR). (2 Original Copy and 2 Photocopy) | Bureau of Internal Revenue |
| 4. Value Added Tax (VAT Payments). (2 Original Copy and 2 Photocopy) | Bureau of Internal Revenue |
| 5. Previous Local Government Unit (LGU) business permit. (2 Original Copy and 2 Photocopy) | Local Government Unit (LGU) |
| 6. Social Security System (SSS), Phil Health, Pag-IBIG Registration. (2 Original Copy and 2 Photocopy) | Social Security System (SSS), Phil Health, Pag-IBIG |
| 7. Bank Certification/Statement or Treasurer's Certificate indicating at least Five Hundred Thousand Pesos (PHP 500,000.00) of available funds. (2 Original Copy and 2 Photocopy) | Any Reputable Bank |
| 8. Bond, with a coverage amount appropriate to the numbers of staff employed, issued by competent reputable surety, fidelity, or insurance company duly accredited by the Insurance Commission. (2 Original Copy and 2 Photocopy) | Insurance Company |
| 9. License to Exercise Security Profession (LESPs) of the required Private Security Personnel (PSP) staff (must be VALID during the duration of training.<br>• One (1) Training Director, One (1) Training Officer and Three (3) Training Instructor<br>(2 Original Copy and 2 Photocopy) | Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |

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| 10. Training Certificate of the Licensee, Security Profession for Training Management Seminar (SPTMS) by SOSIA (Original and Photocopy Authenticated by SOSIA) as necessary; (2 Original Copy and 2 Photocopy) | Private Security Training Agencies |
| 11. Valid Accreditation of Training Instructors (2 Original Copy and 2 Photocopy) | Security Training Management Division |
| 12. Proof of Ownership of Office/Lease contract of property (valid for at least one (1) year) (2 Original Copy and 2 Photocopy) | Lessor |
| 13. The Inspection/Re-Inspection Checklist and Inspection Report shall be one of the bases for the granting of License to Operate-Private Security Training Agency (LTO-PSTA) by Chief, PNP through Chief, SOSIA. (2 Original Copy and 2 Photocopy) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| 14. Appropriate and sufficient equipment for efficient operation. (Photos) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at online LESP through: https://sosia.pnp.gov.ph and upload the scanned copy of documentary requirements. | 1.1. Upload the Inspection Report | None | 4 Hours | Chief, Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| | 1.2. Check the completeness of the documentary requirements. | None | 4 Hours | Evaluator, Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| | 1.3. Checks the completeness, authenticity, and validity of the | None | 4 Hours | Chief, Accreditation and Authority Section (AAS), Security |

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| | documentary requirements; and recommends approval to Chief, STMD. | | | Training Management Division (STMD), SOSIA |
| | 1.4. Validates the uploaded documents and Recommends approval of the application to Assistant Chief, SOSIA. | None | 4 Hours | Chief, Security Training Management Division, SOSIA |
| | 1.5. Validates the uploaded documents and Recommends approval of the application. | None | 1 Day | Assistant Chief, SOSIA |
| | 1.6. Approve or Disapprove the License to Operate (LTO) | None | 1 Day | Chief, SOSIA |
| 2. Collects the Order of Payment (OP), pays at any Landbank branch and submit the Special Bank Receipt (SBR) to AAS, Processor for updating of payment. | 2. Upon approval of Chief, SOSIA the evaluator will issue order of payment. | New – PHP 7,500.00<br><br>Renewal – PHP 12, 500.00 | 1 Day | Processor, Accreditation and Authority Section (AAS), Security Training Management Division, SOSIA |
| 3. Present official receipt to Action PNCO/NUP | 3. Collects the Special Bank Receipt (SBR) to AAS, STMD, Processor for updating of payment. | None | 1 Day | Action PNCO/NUP, STMD |

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|---|---|---|---|---|
| 4. Print and Release of License to Operate (LTO) | 4. Print and Release the License to Operate (LTO) | None | 1 Day | Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **New – PHP 7,500.00**<br><br>**Renewal – PHP 12, 500.00** | **7 Days** | |

Issuance of New and Renewal of License to Operate (LTO) of Private Security Training Agency (PSTA) is covered under R.A. 11917.

## 2. Issuance of License to Exercise Security Profession (LESP) of Training Director, Training Officer, Training Instructor

The License to Exercise Security Profession (LESP) refers to a license issued by the Chief, PNP through Chief, SOSIA, recognizing ta natural person to be qualified to perform the duties of a private security professional.

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| **Office or Division:** | Accreditation and Authority Section, Security Training Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | All (General Public) |

| **CHECKLIST OF REQUIREMENTS FOR TRAINING DIRECTOR** | **WHERE TO SECURE** |
|---|---|
| 1. Filled-out SOSIA Form-02 Revised March 2023 Application Form signed by the Client with 2x2 ID picture. (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section, Security Training Management Division, SOSIA |
| 2. Birth Certificate. (2 Original Copy and 2 Photocopy) | Issued by Philippine Statistics Authority |
| 3. In case of Sole Proprietor, Department of Trade and Industry (DTI) Business Registration indicating the name of the Training Director License to Exercise Security Profession (LESP) Client as owner/proprietor; (2 Original Copy and 2 Photocopy)<br><br>In case Juridical Entity, Board Resolution or Secretary's Certificate stating that Training Director License to | Securities Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) |

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|---|---|
| Exercise Security Profession (LESP)<br>Client is:<br>• Part owner of the company;<br>• In case of juridical entity, holder of at least one (1) share of stock with voting rights;<br>• the President or one of its directors; and<br>• authorized to apply and be the named Licensee/Operator on behalf of juridical entity. (2 Original Copy and 2 Photocopy) | |
| 4. Certificate of Pre-Licensing Training Program. (2 Original Copy and 2 Photocopy) | Client |
| 5. Medical Certificate (Fit to Work). (2 Original Copy and 2 Photocopy) | Medical Clinics |
| 6. Neuro-Psychiatric Evaluation Result (recommended) from the PNP Health Service or PNP-Accredited Neuro-Psychiatric Test and Evaluation Center (NPTEC) duly validated by the PNP Health Service. (2 Original Copy and 2 Photocopy) | PNP-Accredited Neuro-Psychiatric Test and Evaluation Center |
| 7. Drug Test Result (negative) from DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group. (2 Original Copy and 2 Photocopy) | DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group |
| 8. National Police Clearance. (2 Original Copy and 2 Photocopy) | Directorate of Intelligence (DI), PNP |
| **CHECKLIST OF REQUIREMENTS FOR TRAINING OFFICER** | **WHERE TO SECURE** |
| 1. SOSIA Form-02 Revised March 2023 Application Form for New Accreditation with 2X2 ID picture. (2 Original Copy and 2 Photocopy) | Accreditation and Authority Section, Security Training Management Division, SOSIA |
| 2. Birth Certificate. (2 Original Copy and 2 Photocopy) | Issued by Philippine Statistics Authority |
| 3. College Diploma. (1 Original Copy)<br>Note: If the Client is a Lawyer/BAR passer, a Certification of Admission to the BAR from the Supreme Court may be submitted in lieu of the Diploma and Transcript of Record (TOR).<br>(2 Original Copy and 2 Photocopy) | Security Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA) |
| 4. Certificate of Private Trainers for Security Profession Course.<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency |

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| 5. Medical Certificate. (Fit to Work)<br>(2 Original Copy and 2 Photocopy) | Medical Clinics |
| 6. Neuro-Psychiatric Evaluation Result (recommended) from the PNP Health Service or PNP-Accredited Neuro-Psychiatric Test and Evaluation Center (NPTEC) duly validated by the PNP Health Service.<br>(2 Original Copy and 2 Photocopy) | PNP-Accredited Neuro-Psychiatric Test and Evaluation Center |
| 7. Drug Test Result (negative) from DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group.<br>(2 Original Copy and 2 Photocopy) | DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group |
| 8. National Police Clearance.<br>(2 Original Copy and 2 Photocopy) | Directorate of Intelligence (DI), PNP |
| **CHECKLIST OF REQUIREMENTS FOR TRAINING INSTRUCTOR** | **WHERE TO SECURE** |
| 1. SOSIA Form-02 Revised March 2023 Application Form with 2x2 ID picture.<br>(2 Original Copy and 2 Photocopy) | Accreditation and Authority Section, Security Training Management Division |
| 2. Birth Certificate. (2 Original Copy and 2 Photocopy) | Issued by Philippine Statistics Authority |
| 3. Certificate of Pre-Licensing Training Program (PLTP) for Training Instructor College Diploma.<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency |
| 4. Medical Certificate (Fit to Work).<br>(2 Original Copy and 2 Photocopy) | Medical Clinics |
| 5. Neuro-Psychiatric Evaluation Result (recommended) from the PNP Health Service or PNP-Accredited Neuro-Psychiatric Test and Evaluation Center (NPTEC) duly validated by the PNP Health Service.<br>(2 Original Copy and 2 Photocopy) | PNP-Accredited Neuro-Psychiatric Test and Evaluation Center |
| 6. Drug Test Result (negative) from DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group<br>(2 Original Copy and 2 Photocopy) | DOH-accredited Drug Testing Laboratory Center or the PNP Forensic Group |
| 7. National Police Clearance (2 Original Copy and 2 Photocopy) | Directorate of Intelligence (DI), PNP |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Register at Online LESP through: https://sosia.pn | 1.1 Online Evaluation on the completeness | | 2 Hours | Evaluator/Action PNCO, Accreditation and Authority |

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| p-csg.org/ and upload the scanned copy or photo of the requirements then click Submit button. | , authenticity and validity (CAV) of uploaded documents. | | | Section, Security Training Management Division, SOSIA |
| | 1.2 Online Evaluation on the completeness, authenticity and validity of uploaded documents; and Approved/ Disapproved the application. | | 2 Hours | Chief, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| | 1.3 Online Evaluation on the completeness, authenticity and validity of uploaded documents; and Approved/Disapproved the application. | | 2 Hours | Chief, Security Training Management Division, SOSIA |
| 2. Collects the Order of Payment; | 2. Collects the Special Bank Receipt (SBR) to Accreditation and Authority Section, Security Training Management Division for updating of payment. | | | Processor, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| 3. Submit the Special Bank Receipt (SBR). | 3. Updating of payment. | | | Processor, Accreditation and Authority Section, Security Training |

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| | | | | Management Division, SOSIA |
| 4. Takes photo for capturing. | 4. Prints and releases the License to Exercise Security Profession (LESP) Card. | | | Processor, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| | **TOTAL:** | **PHP 650.00** | **1 Day** | |

Issuance of License to Exercise Security Profession (LESP) of Training Director, Training Officer, Training Instructor is covered under R.A. 11917.

### 3.Issuance Inspection Report (Pre-Licensing of LTO)

To determine the compliance of the Private Security Training Agencies (PSTAs) as sanctioned under Rule 18 of the Implementing Rules and Regulations of Republic Act No. 11917. The training inspection team shall submit the Training Inspection Report and its recommendation to the Chief, PNP through Chief, SOSIA within 72 Hours after the activity.

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|---|---|
| **Office or Division:** | Supervision and Inspection Section, Security Training Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | All Private Security Training Institutes |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter Request (1 Original Copy) | Private Security Training Agencies |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submission of letter request. | 1.1 Check document and encodes the Letter Order to conduct inspection. | None | 2 Hours | Evaluator/Action PNCO, Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| | 1.2 Recommend approval of Letter Order to conduct | None | 2 Hours | Chief, Security Training Management Division, SOSIA |

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| | inspection. | | | |
| | 1.3 Recommend approval & affix initial under the name of Chief, SOSIA – left portion. | None | 2 Hours | Assistant Chief, SOSIA |
| | 1.4 Approve or disapprove the Letter Order to conduct inspection. | None | 2 Hours | Chief, SOSIA |
| | **TOTAL:** | **None** | **1 Day** | |

Issuance Inspection Report (Pre-Licensing of LTO) is covered under R.A. 11917.

**4.Issuance of Letter of Authority to Conduct Training**

The Letter Authority to Conduct Training is an authority granted by Chief, SOSIA to a Private Security Training Agency (PSTA) to conduct private security training. These training program and courses other than those described in the preceding categories designed at developing previously gained skills and knowledge designed at augmenting or expanding current skills and knowledge to suit identified future applications. It includes but is not limited to such courses for Security Watchmen, Security Guard, Security Canine Handler, Security Hardware and Systems Operator, Security Hardware and Systems Designer and Planner, Bank and Armored Guard, Protection Agent, Private Detective, Security Officer, Security Manager, Security Consultant, Company Security Manager, Company Security Officer, Company Security Guard, Government Security Manager, Government Security Officer, Government Security Guard, Training Director, Training Officer and Training Instructor.

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|---|---|
| **Office or Division:** | Accreditation and Authority Section, Security Training Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | All Private Security Training Agencies |

| **CHECKLIST OF REQUIREMENTS FOR ONSITE TRAINING** | **WHERE TO SECURE** |
|---|---|
| 1. Letter request (STMD Format) for Chief, SOSIA thru Chief, STMD and Endorsements from RCSU for Private Security Training Institutes (PSTIs) based on Regions.<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |

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| 2. Inspection Report<br>(2 Original Copy and 2 Photocopy) | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA |
| 3. Training Director Appointment<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |
| 4. Training Staff License to Exercise Security Profession (LESP)<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |
| **CHECKLIST OF REQUIREMENTS FOR OFFSITE TRAINING** | **WHERE TO SECURE** |
| 1. Letter request (STMD Format) for Chief, SOSIA thru Chief, STMD and Endorsements from Regional Civil Security Unit (RCSU) for Private Security Training Agencies (PSTAs) based on regions.<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |
| 2. Inspection Report<br>(2 Original Copy and 2 Photocopy)<br>(Attach License to Operate (LTO) or Private Security Training Agency (PSTA) Accreditation, Memorandum of Agreement (MOA) with Firearms and Explosive Office (FEO) Accredited Firing Range, Attach Memorandum of Agreement (MOA) between Armor service vehicle provider with photo of armor vehicle for Bank and Armor Guard Course (BAGC). | Supervision and Inspection Section (SIS), Security Training Management Division, SOSIA<br>Regional Civil Security Unit (RCSU) for PSTAs based on regions |
| 3. Training Director Appointment.<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |
| 4. Training Staff License to Exercise Security Profession (LESP).<br>(2 Original Copy and 2 Photocopy) | Private Security Training Agency (PSTA) |
| 5. Memorandum of Agreement between Private Security Agency and Private Security Training Agency. (2 Original Copy and 2 Photocopy) (Attach Monthly Disposition Report (MDR) of the Private Security Agency) | Private Security Training Agency (PSTA) |
| 6. Endorsement signed by the Chief, Regional Civils Security Unit (RCSU) indicating that there is no existing Private Security Training Agency (PSTA) conducting the training program in the region. (2 Original Copy and 2 Photocopy) | Regional Civil Security Unit (RCSU) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submission of documentary requirements. | 1.1 Check the Completeness, Authenticity and Validity of Documents. Encoding and approval of request. | None | 2 Hours | Action PNCO/ Evaluator, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| | 1.2 Review the documents, and check the authenticity of each document. | None | 2 Hours | Chief, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| | 1.3 Recommend approval & affix initials under the name of Chief, SOSIA – right portion. | None | 2 Hours | Chief, Security Training Management Division, SOSIA |
| | 1.4 Recommend approval & affix initials under the name of Chief, SOSIA – left portion. | None | 8 Hours | Assistant Chief, SOSIA |
| | 1.5 Approval/ Disapproval of Letter Authority to Conduct Training. | None | 8 Hours | Chief, SOSIA |
| 2. Collects the Order of Payment (OP). | 2.1. Upon approval of Chief, SOSIA the evaluator will issue order of payment. | PHP 100.00 | 30 Minutes | Action PNCO/ Evaluator, Accreditation and Authority Section, Security Training Management Division, SOSIA |

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| 3. Pays at any LANDBANK branch. | 3.1. Collects the Special Bank Receipt (SBR) | None | 1 Hour | Landbank Teller |
| 4. Submit the Special Bank Receipt (SBR) for updating of payment. | 4.1 Prints and releases the Letter of Authority to Conduct Training. | None | 30 Minutes | Action PNCO/ Evaluator, Accreditation and Authority Section, Security Training Management Division, SOSIA |
| | **TOTAL:** | **PHP 100.00** | **2 Days** | |

Issuance of Letter of Authority to Conduct Training is covered under R.A. 11917.

**ENFORCEMENT MANAGEMENT DIVISION (EMD)**

**1. Issuance of Certificate of Registration and Inventory (CRI)**

This process Certificate of Registration and Inventory (CRI) is a requirement for Security Motor Vehicles (SMV). Security Services Providers (Private Security Agency/Company Guard Force/ Government Security force shall only possess or operate any security motor vehicle with a valid SOSIA Certificate of Registration and Inventory (CRI).

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| **Office or Division:** | Inspection and Enforcement Section (IES), Enforcement Management Division (EMD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Business |
| **Who may avail:** | Private Security Service Providers (PSSPs)<br>Company Guard Forces (CGFs)<br>Government Security Forces (GSFs) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **Documentary Requirements for Non-Armored Vehicles (Patrol Vehicles, Canine Vehicles, etc.)** | |
| 1. Request letter for Registration and Inventory addressed to Chief, SOSIA indicating the list and description of security motor vehicles. (1 Original Copy) | Private Security Service Providers (PSSPs)<br>Company Guard Forces (CGFs)<br>Government Security Forces (GSFs) |
| 2. Copy of updated and valid Land Transportation Office (LTO) Certificates of Registration (CRs) and Official Receipts (ORs) of each security motor vehicle indicating the | Land Transportation Office (LTO) |

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| name of the Security Service Provider as owner. (1 Original Copy and Photocopy) | |
| 3. License to Operate. (LTO) (1 Authenticated Copy) | Records Section (RS), Security Licensing Division (SLD), SOSIA |
| 4. Non-Pending Case. (1 Original Copy) | Complaints, Investigation and Detection Section (CIDS), Enforcement Management Division (EMD), SOSIA |
| **Documentary Requirements for Armored Vehicles:** | |
| 1. Letter request for Registration and Inventory addressed to Chief, SOSIA with List of armored vehicles indicating its 1) Make/Brand, 2) Engine Number, 3) Chassis Number, 4) Plate Number, 5) MVR Number, and 6) Projected Location/Place of Deployment. (1 Original Copy) | Private Security Service Providers (PSSPs) |
| 2. License to Operate (for Private Security Agency). (1 Authenticated Copy) | Records Section, Security Licensing Division, SOSIA |
| 3. Certificate of Membership from a recognized armored vehicle industry association. (1 Original Copy and Authenticated Copy) | Private Security Service Providers (PSSPs) |
| 4. Clear pictures and location sketch of office/garage/motorpool with email address/ telephone number showing 6x3 Feet business signage. (1 Original Copy and Photocopy) | Private Security Service Providers (PSSPs) |
| 5. Copies of updated and valid Land Transportation Office (LTO) Certificates of Registration (CRs) and Official Receipts (ORs) of each armored vehicle and other relevant documents that other government agencies may require. (1 Original Copy and Photocopy) | Private Security Service Providers (PSSPs) |
| 6. Notarized list of armored vehicle security personnel with mandatory training in Bank and Armor Guard Course (BAGC) conducted by a licensed Private Security Training Agency (PSTA) with a valid Letter of Authority (LOA) for that course. (1 Original Copy and Photocopy) | Private Security Service Providers (PSSPs) |
| 7. Non-Pending Case. (1 Original | Complaints and Investigation Detection |

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| Copy) | | | Section (CIDS), Enforcement Management Division, SOSIA | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submission of documentary requirements. | 1.1. Check the completeness of the documentary requirements. | None | 30 Minutes | Evaluator, Inspection and Enforcement Section (IES), Enforcement Management Division (EMD), SOSIA |
| | 1.2. Designates Inspection Team, prepares the Letter Order, and attach the routing slip. | None | 1 Hour | Encoder, Inspection and Enforcement Section (IES), Enforcement Management Division (EMD), SOSIA |
| | 1.3. Review and sign the prepared Letter Order (LO). | None | 1 Hour | Assistant Chief, Enforcement Management Division (EMD), SOSIA |
| | 1.4. Review and sign the prepared Letter Order (LO). | None | 2 Hour | Chief, Enforcement Management Division (EMD), SOSIA |
| | 1.5. Recommend, sign and endorse to Chief, SOSIA. | None | 2 Hour | Assistant Chief, SOSIA |
| | 1.6. Signs/ Approves the Letter Order (LO). | None | 4 Hours | Chief, SOSIA |
| 2. Prepares vehicles for | 2.1. Conducts inspection, | None | Non-Armored Vehicle: | Inspection Team, |

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| inspection, inventory and accounting of security motor vehicle | inventory and accounting of security motor vehicle, prepares Inspection report and complies the Inspection Checklist. | | 1 working Day<br><br>Armored Vehicle: Depends on the availability of the vehicles. | Enforcement Management Division, SOSIA |
| | 2.2. Evaluates Inspection Checklist and Recommend Approval. | None | 2 Hours | Assistant Chief, Enforcement Management Division, SOSIA |
| | 2.3. Signs the Inspection Checklist. | None | 2 Hour | Chief, Enforcement Management Division, SOSIA |
| | 2.4. Prepares Certificate of Registration and Inventory (CRI) of security motor vehicle. | None | 1 Hour | Encoder, Plans and Policy Section, Enforcement Management Division, SOSIA |
| | 2.5. Review and sign the prepared Certificate of Registration and Inventory (CRI). | None | 2 Hour | Assistant Chief, Enforcement Management Division, SOSIA |
| | 2.6. Review, recommend and sign the | None | 2 Hour | Chief, Enforcement Management Division, SOSIA |

| | | | | |
|---|---|---|---|---|
| | prepared Certificate of Registration and Inventory (CRI). | | | |
| | 2.7. Recommend, sign and endorse the Certificate of Registration and Inventory (CRI) to Chief, SOSIA | None | 2 Hour | Assistant Chief, SOSIA |
| | 2.8. Signs/ Approves the Certificate of Registration and Inventory (CRI) of security motor vehicle. | None | 4 Hours | Chief, SOSIA |
| 3. Payment of Fees. (Landbank of the Philippines) | 3. LBP is an entity outside of the PNP organization. (work time not included) | PHP 100.00 per vehicle | | LBP personnel |
| 4. Claims the Certificate of Registration and Inventory (CRI) | 4. Releases the Certificate of Registration and Inventory (CRI). | None | 30 Minutes | Action PNCO/NUP Enforcement Management Division, SOSIA |
| | **TOTAL:** | **PHP** | **4 Days and 2** | |

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|---|---|---|---|
| | **100.00 per vehicle** | **Hours** | |

Issuance of Certificate of Registration and Inventory (CRI) is covered under R.A. 11917.

## 2. Issuance of Authority to Wear Special Set of Uniform (SSU)

The Authority to Wear Special Set of Uniform (SSU) is issued/approved by the Chief, SOSIA for Private Security Service Providers (PSSPs) within clients requesting for Special Set of Uniform (SSU). The Special Set of Uniform (SSU) may be prescribed/authorized to be issued only on a case-to-case basis at the areas as herein authorized upon prior request of the clients concerned.

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| **Office or Division:** | Plans and Policy Section (PPS), Enforcement Management Division (EMD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Business |
| **Who may avail:** | Private Security Service Providers (PSSPs) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter-request of PSA addressed to Chief, SOSIA. (1 Original Copy) | Private Security Service Providers (PSSPs) |
| 2. License to Operate. (1 Authenticated copy) | Private Security Service Providers (PSSPs) |
| 3. Notarized copy of the Security Service Contract between Private Security Service Providers (PSSPs) and Client indicating therein the expiration date of the contract. (1 Original Copy) | Private Security Service Providers (PSSPs) |
| 4. Certificate of Non-Pending Case. (1 Original Copy) | Complaint, Investigation and Detection Section, Enforcement Management Division (EMD) |
| 5. Specific detail/Post of Security Guards to wear special set of uniform. (1 Original Copy) | Private Security Service Providers (PSSPs) |
| 6. Pictures of PSP on the actual post (1 Original Copy) | Private Security Service Providers (PSSPs) |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit the original and authenticated requirements with tabbing's | 1.1. Checks the validity and completeness of the documents. | None | 30 Minutes | Action PNCO/NUP Evaluator, Plans and Policy Section (PPS), |

| | | | | |
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| in one (1) folder. | | | | Enforcement Management Division (EMD), SOSIA |
| | 1.2. Encodes the Baseline information, prepares the Authority and attaches the routing slip. | None | 1 Hour | Action PNCO/NUP Evaluator, Plans and Policy, Enforcement Management Division, SOSIA |
| | 1.3. Reviews and signs the routing slip. | None | 1 Hour | Chief, Plans and Policy, Enforcement Management Division, SOSIA |
| | 1.4. Reviews and signs the routing slip. | None | 1 Hour | Assistant Chief, Enforcement Management Division, SOSIA |
| | 1.5. Reviews and signs the routing slip. | None | 1 Hour | Chief, Enforcement Management Division, SOSIA |
| | 1.6. Review and signs the resolution. | None | 5 Days | SOSIA Uniform and Equipment Board (SUEB) |
| | 1.7. Recommend approval to Chief, SOSIA. | None | 1 Hour | Assistant Chief, SOSIA |
| | 1.8. Signs/ Approves the Authority. | None | 3 Hours | Chief, SOSIA |
| 2. Claim the Authority | 2. Releases the Authority | None | 15 Minutes | Action PNCO/NUP Evaluator, Plans and Policy, Enforcement Management Division, SOSIA |
| | **TOTAL:** | **PHP 50.00 per guard** | **6 Days, and 45 Minutes** | |

Issuance of Authority to Wear Special Set of Uniform (SSU) is covered under R.A. 11917.

### 3. Conduct of Pre-Licensing Inspection to Private Security Service Providers (PSSPs)

The Pre-Licensing Inspections is conducted to Private Security Service Providers (PSSPs) to ensure they are compliant to the Republic Act. No. 11917, this IRR and other issuances prior to the issuance of License to Operate (LTO).

| | |
|---|---|
| **Office or Division:** | Inspection and Enforcement Section (IES), Enforcement Management Division (EMD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Security Service Providers (PSSPs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Request for Inspection Form (to be filled up by the requesting party - Private Security Service Provider (PSSP). (1 Original Copy) | Inspection and Enforcement Section, Enforcement Management Division (EMD), SOSIA |
| 2. Location Map of the Office Address of the Private Security Service Provider (PSSP). (1 Original Copy) | Private Security Service Provider (PSSP) |
| 3. Non-Pending Case. (1 Original Copy) | Complaints, Investigation and Detection Section (CIDS), Enforcement Management Division, SOSIA |

| | |
|---|---|
| **Client to prepare the following:**<br><br>**NEW CLIENT**<br>1. Surety Bond with Official Receipt.<br>2. Certificate of business registration.<br>3. Bank Certification/Statement or Treasurer's Certificate at least One (1) Million Pesos (PHP 1,000,000.00) of available Funds.<br>4. Proof of Ownership of Office/Lease Contract (Valid for at least one (1) year).<br>5. Inspection Checklist<br><br>**RENEWAL CLIENT**<br>1. Surety Bond with Official Receipt.<br>2. Certificate of business registration.<br>3. Bank Certification/Statement or Treasurer's Certificate at least One (1) Million Pesos (PHP 1,000,000.00) of available Funds.<br>4. Proof of Ownership of Office/Lease Contract (Valid for at least one (1) year).<br>5. Income Tax Return (ITR).<br>6. SSS, Philhealth, Pag-ibig Registration.<br>7. Business Permit issued by the LGU.<br>8. Value Added Tax (VAT) payment with receipt.<br>9. Inspection Checklist | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the complete documentary requirements. (LTO Application folder) | 1.1. Designates Inspection Team, prepares the Letter Order, and attach the routing slip. | None | 30 Minutes | Encoder, Inspection and Enforcement Section, Enforcement Management Division, SOSIA |
| | 1.2. Review and sign the prepared Letter Order (LO). | None | 1 Hour | Chief, Enforcement Management Division, SOSIA |
| | 1.3. Countersigns the Letter Order (LO) | None | 1 Hour | Asst Chief, SOSIA |

| | | | | |
|---|---|---|---|---|
| | and endorse to Chief, SOSIA. | | | |
| | 1.4. Sign/ Approve the Letter Order (LO). | None | 1 Hour | Chief, SOSIA |
| 2. Prepares Office for Administrative Inspection | 2.1. Conducts Admin Inspection, prepares Inspection report and complies the Inspection Checklist. | None | 1 Day | Inspection Team, Enforcement Management Division, SOSIA |
| | 2.2. Evaluates Inspection Checklist and Recommend Approval. | | 30 Minutes | Assistant Chief, Enforcement Management Division, SOSIA |
| | 2.3. Signs the Inspection Checklist. | | 30 Minutes | Chief, Enforcement Management Division, SOSIA |
| 3. Claims the Inspection Checklist | 3.1. Releases the Inspection Checklist. | None | 5 Minutes | Action PNCO/NUP Enforcement Management Division, SOSIA |
| | **TOTAL:** | **None** | **1 Day, 4 Hours and 5 Minutes** | |

Conduct of Pre-Licensing Inspection to Private Security Service Providers (PSSPs) is covered under R.A. 11917.

## 4. Issuance of Certificate of Non-Pending Case

The Non-Pending Case (NPC) Certificate is issued to Private Security Service Providers for Bidding/Accreditation Purposes, Purchase of Firearms, Renewal of License to Operate (LTO), Authority to Deploy Protection Agent (ADPA), Special Duty Detail Order (SDDO) and Special Set of Uniform (SSU).

| | |
|---|---|
| **Office or Division:** | Complaints, Investigation and Detection (CIDS), Enforcement Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Security Service Providers (PSSP) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request. (1 Original Copy) | Private Security Service Provider (PSSP) |
| 2. License to Operate (LTO). (1 Authenticated Copy) | Records Section, Security Licensing Division, SOSIA /PSSPs |
| 3. Identification Card of Licensee. (1 Photocopy) | Private Security Service Provider (PSSP) |
| 4. Special Bank Receipt (SBR) for payment of P50.00. (1 Duplicate Copy) | Land bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the original and authenticated requirements in one folder. | 1.1. Checks the completeness, check the violation/ penalty and issues an order of payment. | None | 30 Minutes | Encoder (NUP) Complaints, Investigation & Detection Section (CIDS), Enforcement Management Division, SOSIA |
| 2. Payment of Fees (Landbank of the Philippines). | 2.1. LBP is an entity outside of the Philippine National Police (PNP) organization. (work time not | PHP 50.00 | | LBP personnel |

| | | | | |
|---|---|---|---|---|
| | included) | | | |
| 3. Submit the Special Bank Receipt (SBR). | 3.1. Attaches the Special Bank Receipt (SBR) to the folder. | None | 10 Minutes | Encoder (NUP) Complaints, Investigation & Detection Section (CIDS), Enforcement Management Division, SOSIA |
| | 3.2. Encodes the baseline information, prepares the Certificate and transmittal, and attaches the routing slip. | None | 30 Minutes | Encoder (NUP) Complaints, Investigation & Detection Section (CIDS), Enforcement Management Division, SOSIA |
| | 3.3. Review and signs the prepared Certificate of Non-Pending Case. | None | 2 Hours | Chief, Complaints, Investigation & Detection Section Enforcement Management Division, SOSIA |
| | 3.4. Signs/ Approves the Certificate of Non-Pending Case. | None | 3 Hours | Chief, Enforcement Management Division, SOSIA |
| 4. Claim the Approve Certificate of Non-Pending Case. | 4.1. Releases the Certificate and returns the original documents to the Client. | None | 10 Minutes | Encoder (NUP) CIDS/ Window 10, SOSIA |

| | | | |
|---|---|---|---|
| **TOTAL:** | **PHP 50.00** | **6 Hours and 20 Minutes** | |

Issuance of Certificate of Non-Pending Case is covered under R.A. 11917.

## SECURITY CANINE MANAGEMENT DIVISION

### 1. Application for New License to Operate (LTO) for Private Security Agency (Canine Services)

The License to Operate duly signed by the Chief, SOSIA issued to Private Security Agency (PSA) (Canine Services) purposely for the security needs of their customers/clienteles and valid for three (3) years.

| | |
|---|---|
| **Office or Division:** | Registration and Accreditation Section, Security Canine Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | All Clients for New LTO for Private Security Agency (Canine Services) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Security Manager License to Exercise Security Profession (LESP). (1 Authenticated Copy) | Records Section, Security Licensing Division, SOSIA / Client |
| 2. Notarized License to Operate Application Form. (1 Original Copy) | Client |
| 3. Appropriate Business/Company Registration Document. (DTI/SEC/CDA) (1 Original Copy) | Department of Trade and Industry<br>Security Exchange Commission<br>Cooperative Development Authority |
| 4. Bank Certificate/Statement in the Name of the Agency (at least PHP1,000,000.00). (1 Original Copy) | Any Reputable Bank |
| 5. Surety Bond (PHP50,000.00). (1 Original Copy) | Insurance Institution |
| 6. Diploma and Transcript of Records (TOR) of the Licensee. (1 Original Copy or Authenticated Copy) | PSSPs |
| 7. License to Exercise Security Profession (LESP) of the required Private Security Personnel Staffs (one Operation Officer & one Admin Officer). (1 Original Copy and Authenticated Copy) | Security Licensing Division, SOSIA |

| | |
|---|---|
| 8. Training Certificate of the Licensee Security Industry Regulation Seminars (SIRS). (1 Original and Photocopy Authenticated by STMD, SOSIA) | Security Training Management Division, Supervisory Office for Security and Investigation Agency |
| 9. Valid Security Officer/Security Consultant (SO/SC) of the Licensee and Staff. (1 Original/Authenticated Copy) | Records Section, Security Licensing Division, SOSIA |
| 10. Proof of Ownership of Office/Lease Contract of Property (valid for at least one year). (1 Original Copy) | Lessor |
| 11. Inspection Report from SCMD (Application based on NCR) Endorsement with Inspection Report from Regional Civil Security Unit (RCSU) (application based outside National Capital Region). (1 Original Copy) | Security Canine Management Division (SCMD), SOSIA |
| 12. Certificate of Registration. (1 Original Copy) | Bureau of Animal Industry |
| 13. License to Possess Explosives/ Explosive Ingredients. (1 Original Copy) | Explosives Management Division, Firearms and Explosives Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Client Register at Online LESP through https://sosia.pnp-csg.org/. | 1.1 Evaluate/ check the Completeness , Validity and Authenticity of the uploaded documentary requirements. | None | 3 Hours | Evaluator, Registration and Accreditation Section, SOSIA |
| | 1.2 Prepare Letter Order for Schedule of Inspection. | None | 1 Hours | Chief Clerk, Security Canine Management Division, SOSIA |
| | 1.3 Conduct of Admin Inspection and Prepare Inspection Report. | None | 1 Day and 2 Hours | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |

| | | | | |
|---|---|---|---|---|
| | 1.4 Upload Admin & Kennel Inspection Report. | None | 1 Hours | PNCO Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.5 Validate the Completeness, Validity and Authenticity & recommend approval to Chief, SCMD. | None | 1 Hours | Chief, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.6 Review the Completeness, Validity and Authenticity and recommend and endorse to Chief, SOSIA. | None | 1 Hours | Chief, Security Canine Management Division, SOSIA |
| | 1.7 Recommend Approval of application. | None | 30 Minutes | Assistant Chief, SOSIA |
| | 1.8 Approves /Disapproves. | None | 30 Minutes | Chief, SOSIA |
| 2. Pays necessary Fees at Land Bank of the Philippines. | 2.1 Issue Order of Payment. | PHP 2,500.00 (National License Fee/per year) + PHP 300 Miscellaneous + PHP 50/ Year K9 Team Registration Fee | 3 Hours | Chief, SCMD & Teller Landbank |
| 3. Receive the approved License to Operate. | 3.1 Release the approved License to Operate. | None | 30 Minutes | Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **PHP 2,500.00** | **2 Days,5 Hours and 30** | |

| | | | |
|---|---|---|---|
| | **(National License Fee/per year) + PHP 300 Miscellaneous + PHP 50/ Year K9 Team Registration Fee** | **Minutes** | |

Application for New License to Operate (LTO) for Private Security Agency (Canine Services) is covered under R.A. 11917.

## 2. Application for Renewal of License to Operate (LTO) for Private Security Agency (Canine Services)

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Agency (PSA) (Canine Service) purposely for the security needs of their customers/clienteles and valid for five (5) years.

| | |
|---|---|
| **Office or Division:** | Registration of Accredited Section, Security Canine Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | All Clients for Renewal of LTO for Private Security Agency (Canine Services) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Security Manager License to Exercise Security Profession (LESP). (1 Authenticated Copy) | Client |
| 2. Notarized License to Operate Application Form. (1 Original Copy) | Client |
| 3. Appropriate Business/Company Registration Document. (DTI/SEC/CDA) (1 Original Copy) | Department of Trade and Industry<br>Security Exchange Commission<br>Cooperative Development Authority |
| 4. Annual Income Tax Return. (1 Original Copy) | Bureau of Internal Revenue |
| 5. Value Added Tax (VAT) Payments. (1 Original Copy) | Bureau of Internal Revenue |
| 6. Previous Local Government Unit Business Permit. (1 Original Copy) | Local Government Unit |
| 7. Social Security System (SSS), Philhealth, PAG-IBIG Registration. (1 Original Copy) | Social Security System (SSS), Philhealth, PAG-IBIG |

| | |
|---|---|
| 8. Bank Certificate/Statement in the Name of the Agency (at least PHP1,000,000.00). (1 Original Copy) | Any Reputable Bank |
| 9. Surety Bond (PHP50,000.00). (1 Original Copy) | Insurance Institution |
| 10. Diploma and Transcript of record (TOR) of the Licensee. (1 Original Copy and Authenticated Copy) | Client |
| 11. License to Exercise Security Profession (LESP) of the required Private Security Personnel (PSP) Staffs (one Operation Officer & one Admin Officer. (1 Original Copy/ Authenticated Copy) | Security Licensing Division, SOSIA |
| 12. Training Certificate of the Licensee Security Industry Regulation Seminars (SIRS). (1 Original and Photocopy Authenticated by STMD, SOSIA) | Security Training Management Division, SOSIA |
| 13. Valid SO/SC of the Licensee and Staff. (1 Original/Authenticated Copy) | Records Section, Security Licensing Division, SOSIA |
| 14. Proof of Ownership of Office/Lease Contract of Property (valid for at least one year). (1 Original Copy) | Client |
| 15. Inspection Report from Security Canine Management Division (Application based on National Capital Region) Endorsement with Inspection Report from Regional Civil Security Unit (application based outside National Capital Region). (1 Original Copy) | Security Canine Management Division, SOSIA |
| 16. Certificate of Registration. (1 Original Copy) | Bureau of Animal Industry |
| 17. License to Possess Explosives/ Explosive Ingredients. (1 Original Copy) | Explosives Management Division, Firearms and Explosives Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Client Register at Online LESP through https://sosia. | 1.1. Evaluate/ check the Completeness, Validity and Authenticity of the uploaded | None | 3 Hours | Evaluator, Registration and Accreditation Section, Security Canine Management |

| | | | | |
|---|---|---|---|---|
| pnp-csg.org/ | documentary requirements | | | Division, SOSIA |
| | 1.2. Prepare Letter Order for Schedule of Inspection | None | 1 Hour | Chief Clerk, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.3. Conduct of Admin Inspection and Prepare Inspection Report | None | 1 Day and 2 Hours | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.4. Upload Admin & Kennel Inspection Report | None | 1 Hour | Processor, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.5. Validate the Completeness, Validity and Authenticity & recommend approval to Chief, SCMD | None | 1 Hour | Chief, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.6. Review the Completeness, Validity and Authenticity and recommend and endorse to Chief, SOSIA | None | 1 Hour | Chief, Security Canine Management Division, SOSIA |
| | 1.7. Recommend Approval of application. | None | 30 Minutes | Assistant Chief, SOSIA |
| | 1.8. Approves /Disapproves | None | 30 Minutes | Chief, SOSIA |
| 2. Pays necessary Fees at Land Bank of the | 2.1. Issue Order of Payment. | PHP 2, 500.00 (National License Fee/year) | 3 Hours | Chief, Security Canine Management Division, SOSIA & |

| | | | | |
|---|---|---|---|---|
| Philippines. | | + PHP 300 Miscellaneous + Canine Team Fee (PHP 50.00)<br><br>Administrative Fine (if there's any) | | Teller Landbank |
| 3. Receive the approved License to Operate. | 3.1. Release the Approved License to Operate. | None | 30 Minutes | Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **PHP 2, 500.00 (National License Fee/year) + PHP 300 Miscellaneous + Canine Team Fee (PHP 50.00)<br><br>Administrative Fine (if there's any)** | **2 Days, 5 Hours and 30 Minutes** | |

Application for Renewal of License to Operate (LTO) for Private Security Agency (Canine Services) is covered under R.A. 11917.

## 3.Application for New and Renewal of License to Operate for Private Security Canine Training Centers (PSCTCs)

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Canine Training Centers (PSCTCs) purposely for the security needs of their customers/clienteles valid for three (3) years for new applications and five (5) years for renewal.

| | |
|---|---|
| **Office or Division:** | Registration of Accreditation Section, Security Canine Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | All Clients for accreditation of Private Security Canine Training Centers (PSCTCs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Training Director License to Exercise Security Profession (LESP). (1 Authenticated Copy) | Client |
| 2. Notarized License to Operate Application Form. (1 Original Copy) | Client |
| 3. Appropriate Business/Company Registration Document. (DTI/SEC/CDA) (1 Original Copy) | Department of Trade and Industry<br>Security Exchange Commission<br>Cooperative Development Authority |
| 4. Bank Certificate/Statement in the Name of the Agency (at least PHP500,000.00). (1 Original Copy) | Any Reputable Bank |
| 5. Surety Bond (PHP50,000.00). (1 Original Copy) | Insurance Institution |
| 6. Diploma and Transcript of Records (TOR) of the Licensee. (1 Original Copy and Authenticated Copy) | Client |
| 7. License to Exercise Security Profession (LESP) of the required Private Security Personnel Staffs (one Training Director, one Training Officer and one Training Instructors. (1 Original Copy and Authenticated Copy) | Security Licensing Division, SOSIA |
| 8. Training Certificate of the Licensee Security Industry Regulation Seminars (SIRS). (1 Original and Photocopy Authenticated by Security Training Management Division, SOSIA) | Security Training Management Division, SOSIA |

| | |
|---|---|
| 9. Valid accreditation of Training Instructors. (1 Original Copy and Authenticated Copy) | Security Training Management Division, SOSIA |
| 10. Proof of Ownership of Office/Lease Contract of Property (valid for at least one year). (1 Original Copy) | Client |
| 11. Inspection Report from Security Canine Management Division, SOSIA (Application based on National Capital Region) Endorsement with Inspection Report from Regional Civil Security Unit (application based outside National Capital Region). (1 Original Copy) | Security Canine Management Division, SOSIA |
| 12. Certificate of Registration. (1 Original Copy) | Bureau of Animal Industry |
| 13. Consultancy Contract with a License Veterinarian duly notarized. (1 Original Copy) | Any License Veterinarian |
| 14. License to Possess Explosives/ Explosive Ingredients. (1 Original Copy) | Explosives and Management Division, Firearms and Explosives Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| **1.** Client Register at Online LESP through https://sosia.pnp.gov.ph. | 1.1. Evaluate/ check the Completeness, Validity and Authenticity of the uploaded documentary requirements. | None | 3 Hours | Evaluator, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.2. Prepare Letter Order for Schedule of Inspection. | None | 1 Hour | Chief Clerk, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.3. Conduct of Admin Inspection and Prepare Inspection Report. | None | 1 Day and 2 Hours | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.4. Upload Admin | None | 1 Hour | Processor, |

| | | | | |
|---|---|---|---|---|
| | & Kennel Inspection Report. | | | Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.5. Validate the Completeness, Validity and Authenticity & recommend approval to Chief, Security Canine Management Division. | None | 1 Hour | Chief, Registration and Accreditation Section, Security Canine Management Division, SOSIA |
| | 1.6. Review the Completeness, Validity and Authenticity and recommend and endorse to Chief, SOSIA. | None | 1 Hour | Chief, Security Canine Management Division, SOSIA |
| | 1.7. Recommend Approval of application. | None | 30 Minutes | Assistant Chief, SOSIA |
| | 1.8. Approves /Disapproves. | None | 30 Minutes | Chief, SOSIA |
| **2.** Pays necessary Fees at Land Bank of the Philippines. | 2.1. Issue Order of Payment. | PHP 2,500.00/ year PHP 300 Miscellaneous PHP 50/Year K9 Team Registration Fee | 3 Hours | Chief, Security Canine Management Division & Teller Landbank |
| **3.** Receive the approved License to Operate. | 3.1. Release the Approved License to Operate. | None | 30 Minutes | Action PNCO, Office of the Chief, SOSIA |
| | **TOTAL:** | **PHP 2,500.00/ year PHP 300** | **2 Days, 5 Hours and 30 Minutes** | |

| | | | |
|---|---|---|---|
| | **Miscellaneous PHP 50/Year K9 Team Registration Fee** | | |

Application for New and Renewal of License to Operate for Private Security Canine Training Centers (PSCTCs) is covered under R.A. 11917.

## 4. Canine Team Evaluation Test

The Canine Team Evaluation Test is to determine/checked their efficiency, effectiveness, and operational readiness before their deployment in all hotels, parking area and other establishments.

| | |
|---|---|
| **Office or Division:** | Evaluation Section, Security Canine Management Division (SCMD) |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B– Government to Business |
| **Who may avail:** | Private Security Agency (Canine Services), Canine Team |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter Request (1 Original Copy) | Client |
| 2. Duly Accomplished Security Canine Management Division Form C-8 (1 Original Copy) | Office of Security Canine Management Division |
| 3. Canine Microchip Number (1 Original Copy) | Any License Veterinarian |
| 4. License to Exercise Security Profession of Handler (Security Guard License and K9 Handler's License) (1 Authenticated Copy) | Security Licensing Division |
| 5. Medical Record of Canine (1 Original Copy) | Authorized Veterinarian Office |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submits Letter request to conduct Canine Evaluation Test (CET). | 1.1. Receive Letter request. | None | 1 Hours | Evaluator, Evaluation Section, Security Canine Management Division, SOSIA |
| | 1.2. Prepare Letter Order | None | 1 Hours | Chief Clerk, Evaluation |

| | | | | |
|---|---|---|---|---|
| | for Schedule of Evaluation Test. | | | Section, Security Canine Management Division, SOSIA |
| 2. Prepare Venue/Area for Canine Evaluation Test. | 2.1. Conduct of Evaluation Test. | None | 1 Day | Evaluation Team |
| | 3.2. Prepare Certificate of Efficiency. | None | 2 Days | Processor, Evaluation Section, Security Canine Management Division, SOSIA |
| | 3.3. Signature of Certificate of Efficiency. | None | 1 Hours | Head Evaluator, Evaluation Section, Security Canine Management Division, SOSIA |
| | 3.4. Signature of Certificate of Efficiency. | None | 1Hours | Chief, Security Canine Management Division, SOSIA |
| | 3.5. Endorsed Certificate of Efficiency for signature of Chief, SOSIA | None | 30 Minutes | Assistant Chief, SOSIA |
| | 3.6. For Signature of Certificate of Efficiency. | None | 30 Minutes | Chief, SOSIA |
| 3. Receives approved Certificates of Efficiency. | 3.1. Release Certificate of Efficiency. | None | 30 Minutes | Processor, Evaluation Section, Security Canine Management Division, SOSIA |
| | **TOTAL:** | **None** | **3 Days, 5** | |

| | | | |
|---|---|---|---|
| | | **Hours and 30 Minutes** | |

Canine Team Evaluation Test is covered under R.A. 11917.

## 5. Issuance of Letter of Authority to Conduct Training

A Letter of Authority to Conduct Training for Canine Handlers duly signed by the Chief, SOSIA issued to Private Security Training Center (PSTC) and valid for six (6) months.

| | |
|---|---|
| **Office or Division:** | Plans and Training Development Section, Security Canine Management Division (SCMD) |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Private Security Canine Training Centers (PSTC) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter Request. (1 Original Copy) | Client |
| 2. Methodology Form. (1 Original Copy) | Client |
| 3. Latest SOSIA Accreditation. (1 Original Copy) | Client |
| 4. Training Director Appointment. (1 Original Copy) | Client |
| 5. Training Staff Accreditation. (1 Original Copy and Authenticated Copy) | Client |
| 6. Training Schedule. (1 Original Copy) | Client |
| 7. Inspection Report. (1 Original Copy) | Security Canine Management Division, SOSIA |
| 8. List of Participants. (1 Original Copy) | Client |
| 9. Memorandum of Agreement (MOA) with Accredited Neuro Psychiatric Center. (1 Original Copy) | Accredited Neuro Center |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submits Letter Request for Letter Authority. | 1.1. Evaluate/ Check the Completeness, Validity and Authenticity of documents | None | 1 Hour | Evaluator, Plans and Training Development Section, Security Canine Management Division, SOSIA |
| | 1.2. Prepare Letter Order for Schedule of Inspection | None | 1 Hour | Chief Clerk, Plans and Training Development Section, Security Canine |

| | | | | |
|---|---|---|---|---|
| | | | | Management Division, SOSIA |
| | 1.3. Conduct of Admin Inspection and prepare Inspection Report | None | 2 Days | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.4. Validate the Completeness, Validity and Authenticity of documents & recommend for approval of Chief, SCMD. | None | 1 Hour | Chief, Plans and Training Development Section, Security Canine Management Division, SOSIA |
| | 1.5. Review the Completeness, Validity and Authenticity of documents and recommend/ endorse to Chief, SOSIA. | None | 1 Hour | Chief, Security Canine Management Division, SOSIA |
| | 1.6. Recommend for Approval of Application. | None | 1 Hour | Assistant Chief, SOSIA |
| | 1.7. Approves /Disapproves. | None | 1 Hour | Chief, SOSIA |
| 2. Pays necessary Fees to Land Bank of the Philippines | 2.1. Issue Order of Payment. | PHP 100 (LA Fee) | 3 Hours | Chief, Security Canine Management Division & Teller Landbank |
| 3. Receive the Landbank Special Bank Receipt (SBR) | 3.1. Release the Letter Authority. | None | 1 Hour | Chief Clerk, Plans and Training Development Section, SOSIA |
| | **TOTAL:** | **PHP 100 (LA Fee)** | **2 Days and 10 Hours** | |

Issuance of Letter of Authority to Conduct Training is covered under R.A. 11917.

## 6. Change of Business Address and Licensee for Private Security Agency (Canine Services) (PSACS)

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Agency (Canine Services) (PSACS) purposely for the security needs of their own Institutions and not allowed to participate in the security industry valid for three (3) years.

| | |
|---|---|
| **Office or Division:** | Registration of Accredited Section, Security Canine Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B - Government to Business |
| **Who may avail:** | All Client for accreditation of Private Security Canine Training Center |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Security Manager License to Exercise Security Profession (LESP).<br>(1 Original Copy) | Client |
| 2. Notarized License to Operate Application Form.<br>(1 Original Copy) | Client |
| 3. Appropriate Business/Company Registration Document (DTI/SEC/CDA)<br>For SEC: Board resolution originally signed by Agency incorporators specifying the purpose.<br>(1 Original Copy) | Department of Trade and Industry<br>Security Exchange Commission<br>Cooperative Development Authority |
| 4. Bank Certificate/Statement in the Name of the Agency (at least PHP1,000,000.00) (1 Original Copy) | Any Reputable Bank |
| 5. Surety Bond (PHP50,000.00) (1 Original Copy) | Insurance Institution |
| 6. Diploma and Transcript of Record of the Licensee. (1 Original Copy and Authenticated Copy) | Client |
| 7. License to Exercise Security Profession (LESP) of the required Private Security Personnel Staffs (one Operation Officer & one Admin Officer). (1 Original Copy and Authenticated Copy) | Security Licensing Division, Supervisory Office for Security and Investigation Agency |
| 8. Training Certificate of the Licensee Security Industry Regulation Seminars (SIRS). (1 Original and Photocopy Authenticated by Security Training Management | Security Training Management Division, Supervisory Office for Security and Investigation Agency |

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| Division, SOSIA) | |
| 9. Valid Security Officer/Security Consultant of the Licensee and Staff. (1 Original/Authenticated Copy) | Security Licensing Division, SOSIA |
| 10. Proof of Ownership of Office/Lease Contract of Property (valid for at least one year). (1 Original Copy) | Client |
| 11. Clear picture of signage, building structure, filing cabinet, references, interview and signing of inspection checklist with newspaper of the Day displayed & admin & kennel facility. (1 Original Copy) | Registration and Accreditation Section Security Canine Management Division |
| 12. Inspection Report from Enforcement Management Division, SOSIA (Application based on National Capital Region) Endorsement with Inspection Report from Regional Civil Security Unit (application based outside National Capital Region). (1 Original Copy) | Enforcement Management Division, SOSIA |
| 13. License to Possess Explosive/Explosive Ingredients for Canine Training Aids. (1 Original Copy) | Explosives Management Division, Firearms and Explosives Office |
| 14. Certificate of Registration from Bureau of Animal Industry (1 Original Copy) | Any License Veterinarian |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submits the original and authenticated requirements with tabbing in two folders. | 1.1. Evaluate and Receive complete application folder. | None | 3 Hours | Evaluator, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | 1.2. Prepare Letter Order for Schedule of Inspection. | None | 1 Hour | Chief Clerk, Registration of Accredited Section, Security Canine Management Division, SOSIA |

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|---|---|---|---|---|
| | 1.3. Conduct of Admin Inspection and Prepare Inspection Report. | None | 1 Day and 2 Hours | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.4. Prepare License to Operate. | None | 1 Hour | Processor, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | 1.5. Reviews, Recommend and endorsed. | None | 1 Hour | Chief, Security Canine Management Division, SOSIA |
| | 1.6. Recommend Approval. | None | 1 Hour | Assistant Chief, SOSIA |
| | 1.7. Approves /Disapproves . | None | 30 Minutes | Chief, SOSIA |
| 2. Pays necessary Fees at Land Bank of the Philippines. | 2. Issue Order of Payment. | PHP 500.00 | 3 Hours | Chief Clerk/ Teller, (Any Reputable Bank) |
| 3. Receives approved accreditation. | 3. Released the approved License to Operate. | None | 30 Minutes | Processor, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | **TOTAL:** | **PHP 500.00** | **2 Days and 1 Hour** | |

Change of Business Address and Licensee for Private Security Agency (Canine Services) (PSACS) is covered under R.A. 11917.

## 7. Change of Business Address and Licensee for Private Security Canine Training Center (PSCTC)

A License to Operate duly signed by the Chief, SOSIA issued to Private Security Canine Training Center (PSCTC) purposely for the security needs of their own Institutions and not allowed to participate in the security industry valid for three (3) years.

| | |
|---|---|
| **Office or Division:** | Registration of Accreditation Section, Security Canine Management Division |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Citizen |
| **Who may avail:** | All Client for accreditation of Private Security Canine Training Center |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **1.** Valid Security Manager License to Exercise Security Profession (LESP). (1 Original/ Authenticated Copy) | Client |
| **2.** Notarized License to Operate (LTO) Application Form. (1 Original Copy) | Client |
| **3.** Appropriate Business/Company Registration Document (DTI/SEC/CDA)<br><br>For SEC: Board resolution originally signed by Agency incorporators specifying the purpose (1 Original Copy) | Department of Trade and Industry<br>Security Exchange Commission<br>Cooperative Development Authority |
| **4.** Bank Certificate/Statement in the Name of the Agency. (at least PHP1,000,000.00) (1 Original Copy) | Any Reputable Bank |
| **5.** Surety Bond. (PHP50,000.00) (1 Original Copy) | Insurance Institution |
| **6.** Diploma and Transcript of Record of the Licensee. (1 Original/ Authenticated Copy) | Client |
| **7.** LESP of the required Private Security Personnel Staffs (one Operation Officer & one Admin Officer) (1 Original/ Authenticated Copy) | Security Licensing Division, SOSIA |
| **8.** Training Certificate of the Licensee Security Industry Regulation Seminars (SIRS). (1 Original and | Security Training Management Division, SOSIA |

| | |
|---|---|
| Photocopy Authenticated by Security Training Management Division, SOSIA) | |
| **9.** Valid Security Officer/Security Consultant of the Licensee and Staff. (1 Original/Authenticated copy) | Security Licensing Division, SOSIA |
| **10.** Proof of Ownership of Office/Lease Contract of Property (valid for at least one year). (1 Original Copy) | Client |
| **11.** Clear picture of signage, building structure, filing cabinet, references, interview and signing of inspection checklist with newspaper of the Day displayed & admin & kennel facility. (1 Original Copy) | Registration and Accreditation Section Security Canine Management Division |
| **12.** Inspection Report from Enforcement Management Division, SOSIA (Application based on National Capital Region) Endorsement with Inspection Report from Regional Civil Security Unit (application based outside National Capital Region). (1 Original Copy) | Enforcement Management Division, SOSIA |
| **13.** License to Possess Explosive/Explosive Ingredients for Canine Training Aids. (1 Original Copy) | Explosives Management Division, Firearms and Explosives Office |
| **14.** Certificate of Registration from Bureau of Animal Industry. (1 Original Copy) | Any License Veterinarian |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submits the original and authenticated requirements with tabbing in two folders. | 1.1. Evaluate and Receive complete application folder. | None | 3 Hours | Evaluator, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | 1.2. Prepare Letter Order for Schedule of Inspection. | None | 1 Hour | Chief Clerk, Registration of Accredited Section, Security Canine Management Division, SOSIA |

| | | | | |
|---|---|---|---|---|
| | 1.3. Conduct of Admin Inspection and Prepare Inspection Report. | None | 1 Day and 2 Hours | Inspection Team, Monitoring and Inspection Section, Security Canine Management Division, SOSIA |
| | 1.4. Prepare License to Operate. | None | 1 Hour | Processor, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | 1.5. Reviews, Recommend and endorsed. | None | 1 Hour | Chief, Security Canine Management Division, SOSIA |
| | 1.6. Recommend Approval. | None | 1 Hour | Assistant Chief, SOSIA |
| | 1.7. Approves /Disapproves. | None | 30 Minutes | Chief, SOSIA |
| 2. Pays necessary Fees at Land Bank of the Philippines. | 2.1. Issue Order of Payment. | PHP 500.00 | 3 Hours | Chief Clerk, Registration of Accredited Section, Security Canine Management Division Teller, (Any Reputable Bank) |
| 3. Receives approved accreditation. | 3.1. Released the approved License to Operate. | None | 30 Minutes | Processor, Registration of Accredited Section, Security Canine Management Division, SOSIA |
| | **TOTAL:** | **PHP 500.00** | **2 Days and 1 Hour** | |

Change of Business Address and Licensee for Private Security Canine Training Center (PSCTC) is covered under R.A. 11917.

| FEEDBACK AND COMPLAINTS MECHANISM | |
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| How to send feedback | Walk-in clients upon entering the SOSIA premises will receive a customer satisfaction survey from duty PNCO at the kiosk. After the transaction, client will drop the client satisfaction survey incorporating their feedback and drop at the designated drop box before he/she left. |
| How feedback is processed? | The Administrative Officer verifies the nature of the queries and forward to the concerned Division requiring them to feedback within one (1) working Day.<br><br>Feedbacks were sent to their provided contact numbers and email address.<br><br>For follow-ups or queries, the contact information are as follows:<br><br>1. For Admin SOSIA- Trunkline 8723-04-01 local 7173<br><br>2. SOSIA Divisions:<br>a) SLD-SOSIA<br>(8)723-04-01 local 7180 -ALS<br>(8)723-04-01 local 7181 -PLS<br>(8)723-04-01 local 7182 -Records<br>(8)723-04-01 local 7174 -CITS<br>(8)723-04-01 local 7184-ID PROD<br><br>b) EMD-SOSIA<br>(8)723-04-01 local 7177 -IES<br>(8)723-04-01 local 7179 -CIDS<br><br>c) STMD-SOSIA<br>(8)723-04-01 local 7183<br><br>d) SCMD-SOSIA<br>(8)723-04-01 local 7185<br><br>3. E-mail Addresses:<br>SOSIA Admin<br>sosia.csg.pnp@gmail.com<br><br>4. SOSIA Divisions:<br>a) SLD, SOSIA<br>sldsosia2020@gmail.com<br><br>b) EMD |

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| | emd.sosia@yahoo.com.ph<br><br>c) STMD<br>stmd.sosia2014@gmail.com<br><br>d) SCMD<br>caninescmd@yahoo.com |
| How to file a complaint | File complaint at CIDS-OMD, CSG, Camp Bgen Rafael T Crame, Quezon City and bring the following documents:<br>1) Affidavit of complaint<br>2) Evidence<br>3) Certificate of Non-Forum Shopping<br><br>Via email, provide the following details and send to omdcids@gmail.com<br>1) Full name, address and contact information of the complainant;<br>2) Narratives of the complaint;<br>3) Evidences; and<br>4) Full name, rank and assignment of the personnel being complained |
| How complaints are processed | Upon receipt of the complaint, the Director, CSG shall designate the officer who shall conduct the evaluation of the same to determine whether it shall be closed or dropped outright for lack of probable cause; referred to appropriate authority; treated as grievance; or recommended for summary hearing.<br><br>For inquiries and follow-ups:<br><br>omdcids@gmail.com |
| Contact Information of CCB, PCC, ARTA | Contact Center ng Bayan (CCB)09088816565<br>Presidential Complaint Center (PCC): +63(2)-8736-8645/ +63(2)-8736-8603; +63(2)-8736-8629; +63(2)-8736-8621<br>Anti-Red Tape Authority (ARTA) / www.facebook.com/ARTAPh/ |

| List of Offices | | |
|---|---|---|
| **Office** | **Address** | **Contact Information** |
| Enforcement Management Division (EMD)-SOSIA | SOSIA-Camp Bgen Rafael T Crame, Quezon City | (8)723-04-01 local 7177 -IES<br>(8)723-04-01 local 7179 -CIDS |
| Security Licensing Division (SLD)-SOSIA | SOSIA-Camp Bgen Rafael T Crame, Quezon City | (8)723-04-01 local 7180 -ALS<br>(8)723-04-01 local 7181 -PLS<br>(8)723-04-01 local 7182 -Records<br>(8)723-04-01 local 7174 -CITS<br>(8)723-04-01 local 7184-ID PROD<br>0969-2853-639<br>0916-7480-613 |
| Security Training Management Division (STMD)-SOSIA | SOSIA-Camp Bgen Rafael T Crame, Quezon City | (8)723-04-01 local 7183<br>0916-2528-464 |
| Security Canine Management Division (SCMD)-SOSIA | SOSIA-Camp Bgen Rafael T Crame, Quezon City | (8)723-04-01 local 7185<br>0939-5787-635<br>0967-2340-341 |

**FIREARMS AND EXPLOSIVES OFFICE (FEO)**

**Firearm Licensing Division**

## 1. License to Own and Possess Firearms (LTOPF) – Individual

The License to Own and Possess Firearms refers to a written authority to own and possess firearms or firearms and ammunition granted by the Chief, Philippine National Police (PHILIPPINE NATIONAL POLICE (PNP)) through the Chief, Firearms Explosives Office (C, FEO) to a qualified citizen in accordance with the Revised IRR of RA 10591 and other issuances.

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|---|---|
| **Office or Division:** | **Firearm Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Citizen |
| **Who may Avail** | A Filipino citizen at Law Enforcement Agencies (LEAs)t twenty-one (21) years old at the time of the<br>filing of written application. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| a. One (1) Duly Notarized Accomplished Individual License to Own and Possess Firearms (LTOPF) New Application Form | One Stop Shop (OSS)/Regional Civil Security Units (RCSUs)/ Satellite Offices/ Satellite Office SM Mall of Asia/FEO Website: https://feo.csg.Philippine National Police (PNP).gov.ph/forms/ |
| b. One (1) valid Government issued ID<br>- Philippine Passport<br>- National ID<br>- SSS ID or SSS<br>- GSIS ID or GSIS UMID Card<br>- Driver's License<br>- Professional Regulatory Commission (PRC) ID<br>- Voter's ID<br>- Senior Citizen ID | Department of Foreign Affairs<br>National ID Registration Centers<br>Social Security System (SSS) or<br>Government Service Insurance System (GSIS)<br>Land Transportation Office (LTO)<br>Professional Regulatory Commission (PRC) |

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| - PhilHealth ID (digitized PVC)<br>- Integrated Bar of the Philippines (IBP) ID | Commission on Elections (COMELEC)<br><br>Office for Senior Citizens Affairs Municipal/City Hall<br><br>PhilHealth Offices<br><br>Integrated Bar of the Philippines (IBP) |
| c. One (1) valid National Police Clearance (NPC) | One Stop Shop (OSS),<br><br>Municipal/City Police Stations |
| d. One (1) Proof of Citizenship<br><br>**Filipino Citizen**<br><br>- Philippine passport; or<br><br>- Birth Certificate Philippine Statistics Authority (PSA);or<br>- National ID; or<br><br>- Birth Certificate from the Local Civil Registry; or<br>- Certificate of Naturalization; or<br>- identification Certificate issued by the Bureau of Immigration.<br><br>**Dual Citizen**<br><br>- Certificate of Retention/ Reacquisition of Philippine Citizenship; or<br>- Certificate of Registration; or<br>- Oath of Allegiance. | <br><br><br><br>Passport Division, Department of Foreign Affairs<br><br>Civil Registration Services Division-Philippine Statistics Authority,<br><br>National ID Registration Centers/eGov Mobile App<br><br>Civil Registry LOCAL GOVERNMENT UNIT (LGU)<br><br>Bureau of Immigration<br><br>Bureau of Immigration<br><br><br><br><br><br>Embassy of the Republic of the Philippines |

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| e. One (1) Proof of Residency:<br>- Proof of latest billing; or<br><br>- Proof of mail sent by a government office or a government-owned-or-controlled office; or<br>- Residential Law Enforcement Agencies (LEAs)e Agreement/ Contract or<br>- Barangay Certificate | Private Companies (ex.: Electric, Water, Internet and others).<br><br>Government Offices<br><br>House or Lot Lessor<br><br>Barangay Hall |
| f. One (1) Certificate of Gun Safety and Responsible Gun Ownership (GSRGO)or equivalent documents validated by Education and Enforcement Management Division, Firearms and Explosives Office (EEMD, FEO)<br>- Certificate issued by Admin Officer/Training Director certifying that active PHILIPPINE NATIONAL POLICE (PNP) personnel; retired PHILIPPINE NATIONAL POLICE (PNP) and ARMED FORCES OF THE PHILIPPINES (AFP) personnel; and organic members of other Law Enforcement Agencies (Law Enforcement Agencies (LEAs)) have undergone equivalent marksmanship training; or<br>- Authenticated copy of Retirement Order for PHILIPPINE NATIONAL POLICE (PNP) and ARMED FORCES OF THE PHILIPPINES (AFP) retirees; or<br>- Medical Certificate for Persons with Disability (PWD), suffering | Certificate issued by the PHILIPPINE NATIONAL POLICE (PNP); or<br><br>Ownership Seminar Certificate issued by Authorized Gun Club; or<br><br>Admin Office/Unit where the applicant is assigned.<br><br>Admin Office/Unit where the applicant retired from.<br><br>Hospitals (Private/Government) |

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| from physical and/or sensory impairment, but not including mental impairment that expressly certifies that the applicant is capable of efficiently, effectively, and safely using the particular firearm/s for which the LTOPF is being applied. | |
| g. One (1) Proof of Income<br><br>**for Professionals**<br><br>- Income Tax Return (ITR) for the preceding year indicating income profession<br><br>**for Businessman**<br><br>- Business Permit; or<br><br>- Department of Trade of Industry (DTI); or<br><br>- Security and Exchange Commission (SEC); or<br><br>**for Private Employees**<br><br>- Notarized Certificate of Employment, with latest Payslip; or<br><br>**for Government Employees**<br><br>- CSC Attested Appointment/Plantilla; or | Revenue District Office (RDO) – Client Support Section (CSS), Bureau of Internal Revenue<br><br>Business Permit and Licensing Office Municipal/City Hall<br><br>Department of Trade of Industry-Online: https://bnrs.dti.gov.ph/resources/registration<br><br>Security and Exchange Commission<br><br>Private companies where applicant works<br><br>CSC Field Office/ Library, Archives, and |

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| **for LEA's (Active Army/PHILIPPINE NATIONAL POLICE (PNP))**<br><br>- Certificate of Active Duty Status: or<br><br>**for Retired LEA's**<br><br>- Retirement Order; or<br><br>**for Elected/Government Officials**<br><br>- Oath of Office; or<br>-<br>**for Military Reservist**<br><br>- J9 Clearance; or<br><br>**for Others**<br><br>- Bank Certificate of Deposit or Statement of Account proving existence of the account for the last six months prior to the filing of written application; or<br>- Barangay Certification of Gainful Work or Occupation; or<br>- Land Title and/or proof of payment of real property tax; or<br>- Certificate of Pension for retired applicant. | Museum Division (LAMD), Integrated Records Management Office (IRMO)-Civil Service Commission<br><br>Admin Office/Unit where the applicant is assigned<br><br>Admin Office/Unit where the applicant retired from<br><br>LOCAL GOVERNMENT UNIT (LGU)/Executive Departments<br><br>Reservist and Retiree Affairs, OJ9<br><br>Banking Institution<br><br>Barangay Office<br><br>Registry of Deeds-LOCAL GOVERNMENT UNITS (LGUs)<br><br>Social Security System Offices or Government Security Insurance System Offices |
| h. Neuro-Psychiatric Examination (uploaded through FEO online System) **(Active PHILIPPINE NATIONAL POLICE (PNP) and ARMED** | One Stop Shop Camp Crame/Satellite Office-SM Mall of Asia/ Regional Philippine National Police Health Service |

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| **FORCES OF THE PHILIPPINES (AFP) Personnel are exempted to take Neuro Test)** | |
| i. Drug Test Result (uploaded through FEO online System) **(Active PHILIPPINE NATIONAL POLICE (PNP) and ARMED FORCES OF THE PHILIPPINES (AFP) Personnel are exempted to take Drug Test)** | One Stop Shop (OSS) Camp Crame/Satellite Office-SM Mall of Asia/Regional Philippine National Police Forensic Group |
| j. National Police Clearance | One Stop Shop (OSS),<br><br>Municipal/City Police Stations/Satellite Office SM Mall of Asia |
| k. One (1) Firearm License Bond Policy for Type 3 to Type 5 Licensee | Insurance Companies |
| l. One (1) Certificate of inspection issued by the CSG-FEO (inspection Requirements) for Type 3 to 5 Licensee | Inspection & Enforcement Section, Education and Enforcement Management Division, Firearms and Explosive Office or Regional Civil Security Units |
| m. One (1) Gun Collector's Certificate (for Type 5 Licensee) | Civil Security Group- Firearms and Explosive Office |
| n. One (1) Proof of Payment (Oncoll Slip from LBP or Receipt from LBP E-payment Portal.<br><br>NOTE: Reference Number sent thru their user account to be used in payment to Landbank | Branches of Landbank of the Philippines/One Stop Shop/Link.Biz Portal https://www.lbp-eservices.com/egps/portal/index.jsp |
| o. One (1) Notarized Affidavit of Undertaking (for 10year validity) | Individual Licensing Section (ILS)/One Stop Shop (OSS)/Regional Civil Security Units/ Firearms and Explosive Office Website: https://feo.csg.Philippine National Police (PNP).gov.ph/forms/ |
| p. Special Power of Attorney (SPA), or | Notary Public |

| | | | | |
|---|---|---|---|---|
| - Authorization Letter for Representatives for the purpose of processing the application | | Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Register, create an online account and log- in your account thru **https://feo.Philippine National Police (PNP)-csg.org or EGovPH App** and Upload Requirements at the FEO Online Account | 1.1 Online evaluation, Check the Completeness, Validity, and Correctness of uploaded documents | None | 1 day (Evaluation of documents) Queuing system depending on the volume of submitted applications online. | Online Evaluators, Individual Licensing Section/ Regional Civil Security Units/Satellite Office SM Mall of Asia |
| **Note:** Transaction will not proceed to Online Evaluation if the results of both Neuro-Psychiatric and Drug Test are not forwarded in your online account.<br><br>Neuro-Psychiatric Test | 1.2 Online Evaluation for Approval of C, FLD | None | 2 days (Evaluation of documents) Queuing system depending on the volume of submitted applications | Online Evaluators, Office of the Chief, Firearms Licensing Division |

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|---|---|---|---|---|
| conducted by the Health Service (HS); and Drug Test conducted by the Forensic Group (FG). Wait for the result of the Neuro-Psychiatric and Drug Test, (if passed) status will proceed tor online evaluation.<br><br>Active Philippine National Police and Armed Forces of the Philippines Personnel are exempted to take Neuro and Drug Test<br><br>**For New Application**: upload all the necessary requirements<br><br>**For Renewal:** upload only Duly Notarized Accomplished | | | online. | |
| | 1.3. Approval of C, FEO<br><br>(the transaction will appear on the online system "For Payment') | None | 3 days (Evaluation of documents) Queuing system depending on the volume of<br><br>submitted<br><br>applications<br><br>online. | Chief, Firearms and Explosives Office (C, FEO) |

| | | | | |
|---|---|---|---|---|
| License to Own and Possess Firearms (LTOPF)<br><br>Application Form; and<br><br>National Police Clearance (NPC). | | | | |
| 2. Go to Landbank of the Philippines (LBP) for payment. | 2.Applicants fill up the Oncoll Slip for payment | PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below | 2 hours | Landbank of the Philippines (LBP) Teller |
| 3. Upload the proof of payment | 3.Applicant upload the receipt on his account and check if the status is for payment validation | None | 1 hour | Applicant |
| 4. Go to the FEO branch where you transacted for payment validation and reLaw Enforcement Agencies (LEAs)ing of LTOPF Card. | 4. Payment validators evaluate the correctness of the payment and validates payment prior to the printing of LTOPF Cards Cards. | None | 2 hours | Validator, Individual Licensing Section (ILS) /One Stop Shop (OSS) Building/ Regional Civil Security Unit (RCSU) /Satellite Office SM Mall of Asia |

| | | | | |
|---|---|---|---|---|
| | **TOTAL** | **PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | **6 days and 5 hours** | |

**Table/Matrix of Fees**

**FIREARMS AND EXPLOSIVES OFFICE**

SCHEDULE OF FEES

EFFECTIVE: March 16, 2024

| LTOPF | No. of FAs | PRIVATE INDIVIDUAL/PROF (Regular Rate) | | Law Enforcement Agencies (LEAs)/GOVT EMPLOYEE, RETIRED GOVT EMPLOYEE AND MILITARY RESERVIST (50% Discount) | | Senior Citizen (20% Discount) | | ID Card Printing Fee |
|---|---|---|---|---|---|---|---|---|
| | | 5 - Year | 10 -Year | 5 -Year | 10-Year | 5 -Year | 10 -year | |
| TYPE 1 | Max of 2 | 1,000.00 | 2,000.00 | 500.00 | 1,000.00 | 800.00 | 1,600 | 200.00 |
| TYPE 2 | Max of 5 | 5,000.00 | 10,000.00 | 2,500.00 | 5,000.00 | 4,000.00 | 8,000.00 | 200.00 |
| TYPE 3 | Max of 10 | 7,500.00 | 15,000.00 | 3,750.00 | 7,500.00 | 6,000.00 | 12,000.00 | 200.00 |
| TYPE 4 | Max of 15 | 12,500.00 | 25,000.00 | 6,250.00 | 12,500.00 | 10,000.00 | 20,000.00 | 200.00 |
| TYPE 5 | More than 15 | 25,000.00 | 50,000.00 | 12,500.00 | 25,000.00 | 20,000.00 | 40,000.00 | 200.00 |
| OTHER LICENSES | | | | | | | | |
| Antique Firearms Collector's License | | 2,000.00 | | 1,000.00 | | 1,600.00 | | 200.00 |
| Certificate of Gun Collector | | 5,000.00 | | 2,500.00 | | 4,000.00 | | 200.00 |

## 2. Firearms Registration – Individual

A licensed citizen shall register his/her firearm/s with the Firearms Explosives Office in accordance with the provisions of Republic Act 10951 and its Revised Implementing Rules and Regulations (IRR).

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|---|---|
| **Office or Division:** | **Firearm Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Citizen |
| **Who may avail:** | A licensed citizen issued with valid License to Own and Possess Firearms (LTOPF). |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **Purchase** | |
| A. One (1) Original/Photocopy Duly Notarized Accomplished Individual Firearm Registration New Purchase Application Form; | One Stop Shop (OSS)/Regional Civil Security Units (RCSUs)/ Satellite Offices/ Satellite Office SM Mall of Asia/FEO Website: https://feo.csg.Philippine National Police (PNP).gov.ph/forms/ |
| B. One (1) Original/Photocopy Proof of Payment (Oncoll Slip or receipt from Landbank of the Philippines E-payment Portal)<br><br>NOTE: Reference Number sent thru their user account to be used in payment to Landbank | Branches of Landbank of the Philippines/One Stop Shop/Link.Biz Portal https://www.lbp-eservices.com/egps/portal/index.jsp |
| **Renewal** | |
| a. One (1) Original/Photocopy Duly Notarized Accomplished Individual Firearm Registration Renewal Application Form; | One Stop Shop (OSS)/Regional Civil Security Units/ Satelite Offices/ Satellite Office SM Mall of Asia/FEO Website: https://feo.csg.Philippine National Police (PNP).gov.ph/forms/ |

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|---|---|
| b. One (1) Original/Photocopy Proof of Payment (Oncoll Slip or receipt from Land Bank of the Philippines E-payment Portal)<br><br>NOTE: Reference Number sent thru their user account to be used in payment to Landbank and payment for arrears will be added for those firearms expired in 2013 and below | Branches of Landbank of the Philippines (LBP)/One Stop Shop (OSS)/Link.Biz Portal https://www.lbp-eservices.com/egps/portal/index.jsp |
| **Transfer** | |
| a. One (1) Original/Photocopy Duly Notarized Accomplished Individual Firearm Registration Transfer Application Form; | One Stop Shop (OSS)/Regional Civil Security Units/ Satelite Offices/ Satellite Office SM Mall of Asia/FEO Website: https://feo.csg.Philippine National Police (PNP).gov.ph/forms/1 |
| b. One (1) Original/Photocopy Duly notarized Deed of Sale or Deed of Donation | Applicant |
| c. One (1) Original/Photocopy Proof of Payment (Oncoll Slip or receipt from Landbank of the Philippines (LBP) E-payment Portal | Branches of Landbank of the Philippines (LBP)/One Stop Shop (OSS)/Link.Biz Portal https://www.lbp-eservices.com/egps/portal/index.jsp |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Log-in to your account at **https://feo.Philippine National Police (PNP)-csg.org or EGovPH App**<br><br>**New Purchase**<br><br>*Transaction shall be between the licensee and the dealer.<br><br>-The licensee will accept the transaction tagged by the dealer and upload the notarized Application Form | 1.1 Online evaluation, Check the Completeness, Validity, and Correctness of uploaded documents | None | 1 day<br><br>(Evaluation of documents) Queuing system depending on the volume of submitted applications online. | Online Evaluators, Individual Licensing Section (ILS)/ Regional Civil Security Units (RCSUs)/ Satellite Office SM Mall of Asia |
| | 1.2 Online Evaluation for Approval of C, FLD. | None | 2 days<br><br>(Evaluation of documents) Queuing system depending on the volume of submitted applications online. | Online Evaluators, Office of the Chief, Firearms Licensing Division (OCFLD) |

| | | | | |
|---|---|---|---|---|
| | 3.3 Approval of C, FEO<br><br>(the transaction will appear on the online system “For Payment’) | None | 3 days<br><br>(Approval) Queuing system depending on the volume of<br><br>Submitted applications online. | Chief, Firearms and Explosives Office (C, FEO) |
| 2. Go to Landbank of the Philippines (LBP) for payment. | 2.Applicants fill up the Oncoll Slip for payment | PLaw Enforcement Agencies (LEAs)e refer to the matrix/table of fees below | 2 hours<br><br>. | Landbank of the Philippines (LBP)<br><br>Teller |
| 3.Upload the proof of payment | 3.Applicant upload the receipt on his account and check if the status is for payment validation | None | 1 hour | Applicant |
| 4.Go to the FEO branch where you | 4. Payment validators | None | 2 hours | Validator, Individual Licensing Section/One Stop |

| | | | | |
|---|---|---|---|---|
| transacted for payment validation and reLaw Enforcement Agencies (LEAs)ing of LTOPF Card. | evaluate the correctness of the payment and validates payment prior to the printing of LTOPF Cards Cards. | | | Shop (OSS) Building /Regional Civil Security Units (RCSUs)/ Satellite Office SM Mall of Asia |
| | **TOTAL** | **PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | **6 days and 5 hours** | |

**Table/Matrix of Fees**

| **FIREARMS AND EXPLOSIVES OFFICE**<br>SCHEDULE OF FEES<br>**EFFECTIVE: March 16, 2024** | | | | | |
|---|---|---|---|---|---|
| **FIREARMS** | **No. of FAs** | **PRIVATE INDIVIDUAL/PROF (Regular Rate)** | **Law Enforcement Agencies (LEAs)/GOVT EMPLOYEE, RETIRED GOVT EMPLOYEE** | **Senior Citizen (20% Discount)** | **ID Card Printing Fee** |

| | | | | AND MILITARY RESERVIST (50% Discount) | | | | |
|---|---|---|---|---|---|---|---|---|
| | | 5 - Year | 10 -Year | 5 -Year | 10-Year | 5 -Year | 10 -year | |
| Small Arm | One (1) Unit | 2,000.00 | 4,000.00 | 1,000.00 | 2,000.00 | 1,600.00 | 3,200.00 | 200.00 |
| Class-A Light Weapon | One (1) Unit | 5,000.00 | 10,000.00 | 2,500.00 | 5,000.00 | 4,000.00 | 8,000.00 | 200.00 |
| Extra Barrel | One (1) Unit | 1,000.00 | 2,000.00 | 500.00 | 1,000.00 | 800.00 | 1,600.00 | 200.00 |

| **FEES TO BE PAID: ARREARS if Expiry is 2013 and below** | |
|---|---|
| Rifle cal .22 | 720.00 |
| Shotgun all gauges | 840.00 |
| Pistol/revolver cal. 22 | 960.00 |
| Pistol/revolver cal .25, .32, .38, .380, 9mm, 7.62mm, 6.35mm and magnum .22 | 1,440.00 |
| Pistol/revolver cal .357,.40, 41,44, 45 and magnum .22 centerfire | 1,600.00 |
| High-powered rifle/submachine gun | 3,200.00 |
| Small Arms | 1,600.00 |
| Light Weapons | 4,000.00 |

## 3. License to Own and Possess Firearms (LTOPF) – Juridical (New and Renewal)

The License to Own and Possess Firearms refers to a written authority to own and possess a firearm or firearms and ammunition granted by the Chief, Philippine National Police (C, PHILIPPINE NATIONAL POLICE (PNP)) through the Chief, Firearms Explosives Office (C, FEO) to a citizen or a juridical entity in accordance with the Revised Implementing Rules and Regulation (IRR) of Republic Act 10591.

| | |
|---|---|
| **Office or Division:** | **Juridical Section, Firearm Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B)), Government to Citizen (GOVERNMENT TO CITIZEN (G2C)), Government to Government (GOVERNMENT TO GOVERNMENT (G2G)), Government Owned and Controlled Corporation) GOCC, Local Government Unit (LGU) |
| **Who may avail:** | Private Security Agencies (PSAs), Company Security Unit (CSU), Local Government Units (LGUs), Shooting Range, Gun Club, Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA), State University and Other Law Enforcement Agencies, Law<br><br>Enforcement Agency – Philippine National Police (PHILIPPINE NATIONAL POLICE (PNP)), Armed Forces of the Philippines (ARMED FORCES OF THE PHILIPPINES (AFP)), National Bureau of Investigation (NBI), Philippine Drug Enforcement Agency (PDEA) and Philippine Coast Guard (PCG) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **Private Security Agency (PSA)** | |
| a. One (1) Duly Notarized Accomplished Juridical License To Own and Possess Firearms Application Form; | Juridical Section |
| b. One (1) Business Registration:<br>- Security and Exchange Commission with Latest General Information Sheet;<br>- Department of Trade and Industry; or<br>- Cooperative Development Authority | Securities and Exchange Commission<br><br>Department of Trade and Industries (DTI)<br>Cooperative Development Authority (CDA) |
| c. One (1) License to Operate for | Supervisory Office for Security and |

| | |
|---|---|
| Private Security Agencies from SOSIA; | Investigative Agencies (SOSIA) |
| d. One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corporation Only); | Applicant |
| e. One (1) Neuro-Psychiatric (NP) Clearance with official receipt. (Applicant may submit his/her Individual LTOPF in lieu of NP, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Health Service (PHILIPPINE NATIONAL POLICE (PNP) HS) |
| f. One (1) Drug Test (DT) with official receipt (Applicant may submit his/her Individual License to Own and Possess Firearms (LTOPF) in lieu of Drug Test, provided that the Individual License to Own and Possess Firearms (LTOPF) has been approved for not more than one year); | Philippine National Police Forensic Group (PHILIPPINE NATIONAL POLICE (PNP) FG) |
| g. One (1) Gun Safety and Responsible Gun Ownership Seminar (GSRGOS) Certificate validated by the Education and Enforcement Management Division (EEMD), Firearms Explosives Office (FEO)/Regional Civil Security Units (RCSUs) (Applicant may submit his/her Individual LTOPF in lieu of the GSRGOS Certificate, provided that the Individual LTOPF has been approved for not more than one year); | Education and Enforcement Management Division, Firearms Explosives Office (EEMD, FEO) |
| h. One (1) National Police Clearance (NPC) (Applicant may submit his/her Individual License to Own and Possess Firearms (LTOPF) in lieu of National Police Clearance (NPC), provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police -One Stop Shop/Police Provincial Office |
| i. One (1) Proof of Company Billing:<br>- Billing Statements under the name of the entity; or<br>- Barangay Business Clearance | Applicant<br>Barangay |
| j. One (1) Government issued ID of the representative/owner with specimen signature; | Applicant |
| **UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE** | |

| | |
|---|---|
| **LICENSE** | |
| k. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| l. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Company Guard Force (CGF)** | |
| a. One (1) Duly Notarized Accomplished Juridical License to Own and Possess Firearms (JLTOPF) Application Form; | Juridical Section, Firearms Licensing Section, Firearms Explosives Office |
| b. One (1) Business Registration:<br>- Security and Exchange Commission with Latest General Information Sheet.<br>- Department of Trade and Industry; or<br>- Cooperative Development Authority | Securities and Exchange Commission (SEC)<br><br>Department of Trade and Industries (DTI)<br>Cooperative Development Authority (CDA) |
| c. One (1) Latest Income Tax Return received by the Bureau of Internal Revenue; | Bureau of Internal Revenue (BIR) |
| d. One (1) Business Permit; | Municipal/City |
| e. One (1) License to Operate for Company Guard Force from Supervisory Office for Security and Investigative Agencies (SOSIA); | Philippine National Police Supervisory Office for Security and Investigative Agencies (PHILIPPINE NATIONAL POLICE (PNP) SOSIA) |
| f. One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corporation Only); | Applicant |
| g. One (1) Neuro-Psychiatric (NP) Clearance with official receipt. (Applicant may submit his/her Individual License to Own and Possess Firearms (LTOPF) in lieu of NP, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Health Service (PHILIPPINE NATIONAL POLICE (PNP) HS) |
| h. One (1) Drug Test (DT) with official receipt (Applicant may submit his/her Individual LTOPF in lieu of DT, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Forensic Group |
| i. One (1) Gun Safety and Responsible | Education and Enforcement |

| | |
|---|---|
| Gun Ownership Seminar (GSRGOS) Certificate validated by the EEMD, FEO/RCSUs (Applicant may submit his/her Individual LTOPF in lieu of GSRGOS Certificate, provided that the Individual LTOPF has been approved for not more than one year); | Management Division, Firearms Explosives Office (EEMD, FEO) |
| j. One (1) National Police Clearance (NPC) (Applicant may submit his/her Individual LTOPF in lieu of NPC, provided that the Individual LTOPF has been approved for not more than one year); | One Stop Shop/Police Provincial Office |
| k. One (1) Government issued ID of the representative/owner with specimen signature; | Applicant |
| **UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE LICENSE** | |
| l. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Branches of Landbank of the Philippines Link.Biz Portal https://www.lbp-eservices.com/egps/portal/index.jsp |
| m. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Local Government Unit** | |
| a. One (1) Duly Notarized Accomplished Juridical License to Own and Possess Firearms (LTOPF) Application Form; | Juridical Section, Firearms Licensing Section, Firearms Explosives Office |
| b. Appointment Order of General Service Officer/CSC-Approved Permanent Status Order; | Issuing Office/Civil Service Commission |
| c. One (1) License to Operate for Government Security Force (GSF) from SOSIA; | PHILIPPINE NATIONAL POLICE (PNP) Supervisory Office for Security and Investigative Agencies (SOSIA) |
| d. One (1) Neuro-Psychiatric (NP) Clearance with official receipt. (Applicant may submit his/her Individual LTOPF in lieu of NP, provided that the Individual LTOPF has been approved for not more than one year) | Philippine National Police Health Service (PHILIPPINE NATIONAL POLICE (PNP) HS) |
| e. One (1) Drug Test (DT) with official receipt (Applicant may submit his/her Individual License to Own and Possess Firearms (LTOPF) in lieu of DT, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Forensic Group (PHILIPPINE NATIONAL POLICE (PNP) FS) |
| f. One (1) Gun Safety and Responsible | Education and Enforcement |

| | |
|---|---|
| Gun Ownership Seminar (GSRGOS) Certificate validated by the EEMD, FEO/RCSUs (Applicant may submit his/her Individual LTOPF in lieu of GSRGOS Certificate, provided that the Individual LTOPF has been approved for not more than one year); | Management Division, Firearms Explosives Office (EEMD, FEO) |
| g. One (1) National Police Clearance (NPC) (Applicant may submit his/her Individual LTOPF in lieu of NPC, provided that the Individual LTOPF has been approved for not more than one year); | One Stop Shop/Police Provincial Office |
| h. One (1) Supply Accountable Officer (SAO) Bond Certificate; | Bureau of Treasury |
| i. One (1) Affidavit of Undertaking that the firearm shall only be reLaw Enforcement Agencies (LEAs)ed to their respective officials or employees with Short Certificate of Registration; | Applicant |
| j. One (1) Government issued ID of the SAO/representative with specimen signature; | Applicant |
| **UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE LICENSE** | |
| k. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| l. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Shooting Range** | |
| a. One (1) Duly Notarized Accomplished Juridical LTOPF Application Form; | Juridical Section, Firearms Licensing Section, Firearms EO |
| b. One (1) Business Registration:<br>- Security and Exchange Commission with Latest General Information Sheet;<br>- Department of Trade and Industry; or<br>- Cooperative Development Authority | Securities and Exchange Commission<br><br>Department of Trade and Industries Cooperative Development Authority |
| c. One (1) Board Resolution signed by majority authorizing the Applicant as the Authorized Representative / Bonded Firearms Custodian (For Corporation Only); | Applicant |
| d. One (1) Certificate of Accreditation for Shooting Range issued by EEMD, FEO; | Education and Enforcement Management Division, Firearms Explosives Office (EEMD, FEO) |
| e. One (1) Neuro-Psychiatric (NP) | Philippine National Police Health |

| | |
|---|---|
| Clearance with official receipt. (Applicant may submit his/her Individual LTOPF in lieu of NP, provided that the Individual LTOPF has been approved for not more than one year); | Service (PHILIPPINE NATIONAL POLICE (PNP) HS) |
| f. One (1) Drug Test (DT) with official receipt (Applicant may submit his/her Individual LTOPF in lieu of DT, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Forensic Group (PHILIPPINE NATIONAL POLICE (PNP) FG) |
| g. One (1) Gun Safety and Responsible Gun Ownership Seminar (GSRGOS) Certificate validated by the EEMD, FEO/RCSUs (Applicant may submit his/her Individual LTOPF in lieu of GSRGOS Certificate, provided that the Individual LTOPF has been approved for not more than one year); | Education and Enforcement Management Division, Firearms Explosives Office (EEMD, FEO) |
| h. One (1) National Police Clearance (NPC) (Applicant may submit his/her Individual LTOPF in lieu of NPC, provided that the Individual LTOPF has been approved for not more than one year); | One Stop Shop/Police Provincial Office |
| i. One (1) Notarized Affidavit of Undertaking for the 10-year validity of the License; | Juridical Section |
| j. One (1) Government issued ID of the representative/owner with specimen signature; | Applicant |
| **UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE LICENSE** | |
| k. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| l. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Government Owned and Controlled Corporation (GOCC); National Government Agency (NGA); State College/University; Other Law Enforcement Agencies** | |
| a. One (1) Duly Notarized Accomplished Juridical LTOPF Application Form; | Juridical Section, Firearms Licensing Section, Firearms Explosives Office |
| b. One (1) Appointment Order as Supply Accountable Officer/CSC-Approved Permanent Status; | Applicant/Civil Service Commission |

| | |
|---|---|
| c. One (1) Supply Accountable Officer Bond Certificate; | Bureau of Treasury |
| d. One (1) Neuro-Psychiatric (NP) Clearance with official receipt. (Applicant may submit his/her Individual LTOPF in lieu of NP, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Health Service PHILIPPINE NATIONAL POLICE (PNP) HS) |
| e. One (1) Drug Test (DT) with official receipt (Applicant may submit his/her Individual LTOPF in lieu of DT, provided that the Individual LTOPF has been approved for not more than one year); | Philippine National Police Forensic Group (PHILIPPINE NATIONAL POLICE (PNP) FG) |
| f. One (1) Gun Safety and Responsible Gun Ownership Seminar (GSRGOS) Certificate validated by the EEMD, FEO/RCSUs (Applicant may submit his/her Individual LTOPF in lieu of GSRGOS Certificate, provided that the Individual LTOPF has been approved for not more than one year); | Education and Enforcement Management Division (EEMD) |
| g. One (1) National Police Clearance (NPC) (Applicant may submit his/her Individual LTOPF in lieu of NPC, provided that the Individual LTOPF has been approved for not more than one year); | One Stop Shop/Police Provincial Office |
| h. One (1) Notarized Affidavit of Undertaking for the 10-year validity of the License; | Juridical Section, Firearms Licensing Section, FEO |
| i. One (1) Government issued ID of the SAO/representative with specimen signature; | Applicant |
| **UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE LICENSE** | |
| j. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Law Enforcement Agencies** (Philippine National Police, Armed Forces of the Philippines, National Bureau of Investigation, Philippine Drug Enforcement Agency and Philippine Coast Guard) | Exempted from applying for Juridical LTOPF pursuant to RA No. 10591 and its 2018 RIRR |
| | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant logs-in account at https://feo.Philippine National Police (PNP)-csg.org and uploads valid, correct and complete documentary requirements. | 1.1 Online evaluation, Check the Completeness, Validity, and Correctness of the uploaded documents. | None | 1 day<br><br>(Queuing system-evaluation of documents depends on the volume of application submitted online) | Online Evaluator, Juridical Section, Firearms Licensing Division |
| | 1.2 Online Evaluation for Approval of C, FLD | None | 2 days (Queuing system-evaluation of documents depends on the volume of application submitted online) | Evaluator, Office of the Chief, Firearm Licensing Division |
| | 1.3 Approval/Disapproval of C, FEO | None | 2 days (Queuing system-evaluation of documents depends on the volume of application submitted online) | Designated Approver of Chief, Firearms and Explosives Office |
| 2. Applicant pays LTOPF Fees to any LandBank/ LinkBiz Portal and upload proof of payment. After which, proceed to the Juridical Section, Firearms Explosives Office and present the uploaded | 2.1 Actual Evaluation of Documents and receipt (Confirmation of documents uploaded) | Law Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below | 1 day | Actual Evaluator, Juridical Section, Firearms Licensing Division |

| | | | | |
|---|---|---|---|---|
| documents and receipts | | | | |
| 3. Receives the Certificate of Juridical LTOPF | 3.1 ReLaw Enforcement Agencies (LEAs)e the Certificate of Juridical LTOPF | None | 1 day | Designated Juridical Section Action PNCO, |
| | **TOTAL** | **Law Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | **7 days** | |

Table/Matrix of Fees

| **FEES TO BE PAID** | | | | | |
|---|---|---|---|---|---|
| **JLTOPF** | **TYPE1** | **TYPE2** | **TYPE3** | **TYPE4** | **TYPE 5** |
| **PSA/CGF** (5 yrs) | 25,000.00 | | | | |
| **GSF** (3 yrs) | 600.00 | 3,000.00 | 4,500.00 | 7,500.00 | 15,000.00 |
| **Shooting Range/ Gun Club** | | | | | |
| **5 Years** | 1,000.00 | 5,000.00 | 7,500.00 | 12,500.00 | 25,000.00 |
| **10 Years** | 2,000.00 | 10,000.00 | 15,000.00 | 25,000.00 | 50,000.00 |
| **GOCC/NGA/ State Colleges/Universities/other LAW ENFORCEMENT AGENCIES (LEAS)** | no fees pursuant to RA 10591 | | | | |

## 4. Firearms Registration-Juridical (New Purchase / Transfer/Renewal of Firearms)

A Firearm Registration Card/Firearm Certificate of Registration refers to the document issued by the Firearms Explosives O as proof that the firearm is duly registered to a licensed citizen or licensed juridical entity and recorded in the FIMS.

| | |
|---|---|
| **Office or Division:** | Juridical Section, Firearm Licensing Division (FLD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B)), Government to Citizen (GOVERNMENT TO CITIZEN (G2C)), Government to Government (GOVERNMENT TO GOVERNMENT (G2G)), Government Owned and Controlled Company (GOCC), Local Government Unit (LGU), |
| **Who may avail:** | Private Security Agencies, Company Security Unit, Local Government Unit, Shooting Range, Gun Club, Government Owned and Controlled Corporation (GOCC) National Government Agency (NGA) State University and Other Law Enforcement Agencies, Law Enforcement<br><br>Agency - PHILIPPINE NATIONAL POLICE (PNP), ARMED FORCES OF THE PHILIPPINES (AFP), NBI, PDEA and COAST GUARD |

| **CHECKLIST OF REQUIREMENTS (All documentary requirements must be submitted in original or certified true copy of the issuing office and must be valid, correct and complete)** | **WHERE TO SECURE** |
|---|---|
| **Private Security Agency (PSA)** | |
| a. One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form; | Juridical Section, Firearms Licensing Section, FEO |
| b. One (1) License to Operate for Private Security Agencies from SOSIA; | PHILIPPINE NATIONAL POLICE (PNP) Supervisory Office for Security and Investigative Agencies |
| c. One (1) Firearms Bond Receipt and its policy; | Authorized Insurance Company |
| d. One (1) Government issued ID of the representative/owner with specimen signature; | Applicant |
| UPON APPROVAL/RELAW | |

| | |
|---|---|
| ENFORCEMENT AGENCIES (LEAS)E OF THE REGISTRATION | |
| e. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| f. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Company Guard Force** | |
| a. One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form; | Juridical Section, Firearms Licensing Section, FEO |
| b. One (1) License to Operate for Company Guard Force form SOSIA; | PHILIPPINE NATIONAL POLICE (PNP) Supervisory Office for Security and Investigative Agencies |
| c. One (1) Firearms Bond Receipt and its policy; | Authorized Insurance Company |
| d. One (1) Government issued ID of the representative/owner with specimen signature; | Applicant |
| UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE REGISTRATION | |
| e. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| f. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Local Government Units** | |
| a. One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form; | Juridical Section, Firearms Licensing Section, FEO |
| b. One (1) Certificate for the availability of funds from the respective Head Accounting; | Issuing Office |
| c. One (1) Government issued ID of the SAO/representative with specimen signature; | Applicant |
| UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE REGISTRATION | |
| d. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| e. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Shooting Range/Firing Range** | |

| | |
|---|---|
| a. One (1) Duly Notarized Accomplished Juridical Firearm Registration Application Form; | Juridical Section, Firearms Licensing Section, FEO |
| b. One (1) Certificate of Accreditation for Shooting Range issued by EEMD, FEO; | Education and Enforcement Management Division, FEO |
| c. One (1) Firearms Bond Receipt and its policy; | Authorized Insurance Company |
| d. One (1) Government issued ID of the SAO/representative with specimen signature; | Applicant |
| UPON APPROVAL/RELAW ENFORCEMENT AGENCIES (LEAS)E OF THE REGISTRATION | |
| e. One (1) Payment Oncoll Slip with Bank Payment Certification/ Receipt from E-payments; and | Land Bank of the Philippines (LBP) |
| f. One (1) Special Power of Attorney (SPA) and one (1) valid ID of the authorized liaison for the purpose of processing the application. | Applicant |
| **Government Owned and Controlled Corporation (GOCC); National Government Agency (NGA); State College/University; Other Law Enforcement Agencies** | One Registration pursuant to Republic Act 10591 and its 2018 Revised Implementing Rules and Regulations (RIRR) |
| **Law Enforcement Agencies** (Philippine National Police, Armed Forces of the Philippines, National Bureau of Investigation, Philippine Drug Enforcement Agency and Philippine Coast Guard) | One Registration pursuant to Republic Act 10591 and its 2018 Revised Implementing Rules and Regulations (RIRR) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant logs-in account at https://feo.Philippine National Police (PNP)-csg.org and uploads valid, correct and complete documentary requirement | 1.1 Online evaluation of documentary requirements | None | 1 day<br><br>(Queuing system-evaluation of documents depends on the volume of application submitted online) | Online Evaluator, Juridical Section, Firearms Licensing Division |
| | 1.2 Online Evaluation for Approval of C, FLD | None | 2 days<br>(Queuing system-evaluation of documents depends on the volume of application submitted online) | Evaluator, Office of the Chief, Firearm Licensing Division |

| | | | | |
|---|---|---|---|---|
| s.<br>Note:<br>• For Purchase, FA dealer tags the FA to the buyer's account prior to uploading of requirements<br>• For transfer of FA, Seller (FA owner) tags the FA to the buyer's account prior to uploading of requirements | 1.3 Approval/ Disapproval of C, FEO | none | 2 days (Queuing system-evaluation of documents depends on the volume of application submitted online) | Designated Approver of Chief, Firearms and Explosives Office |
| 2. Applicant pays FA Registration Fees to any Land Bank/ LinkBiz Portal and upload proof of payment. After which, proceed to Juridical Section, FEO and present the uploaded documents and receipts | 2.1 Actual Evaluation of Documents and receipt (Confirmation of documents uploaded) | PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below | 1 day (Queuing system-evaluation of documents depends on the volume of application submitted online) | Actual Evaluator, Juridical Section, Firearms Licensing Division |
| 3. Receives the Certificate of Firearm Registration | 3.1 ReLaw Enforcement Agencies (LEAs)e the Certificate of Firearm Registration | none | 1 day | Designated Juridical Section Action PNCO, |
| | **TOTAL** | | **7 Days** | |

| JURIDICAL FIREARM REGISTRATION FEES<br>(Pursuant to the New Schedule of Fees)<br>Effective: March 16, 2024 | | | |
|---|---|---|---|
| **APPLICANT** | **VALIDITY** | | |
| | **3-year**<br>**(new/renewal)** | **5-year**<br>**(new/renewal)** | **10-year**<br>**(new/renewal)** |
| - Private Security Agency<br>- Company Guard Force | N/A | Php2,000.00/Small Arm | N/A |
| Local Government Units | Php 1,200.00/Small Arm | N/A | N/A |
| - Shooting Range<br>- Gun Club | N/A | Php 2,000.00/Small Arm<br>Php 5,000.00/Light Weapon | Php 2,000.00/Small Arm<br>Php 5,000.00/Light Weapon |
| - Government Owned and Controlled Corporations (GOCCs)<br>- National Government Agencies (NGAs)<br>- State Colleges/Universities<br>- Other Law Enforcements Agencies (Law Enforcement Agencies (LEAs)) | No fees pursuant to RA 10591 and its 2018 RIRR | | |
| Law Enforcement Agencies (LEAs) (PHILIPPINE NATIONAL POLICE (PNP)/ARMED FORCES OF THE PHILIPPINES (AFP)/NBI/PDEA/PCG) | No fees pursuant to RA 10591 and its 2018 RIRR | | |

## 5. Warehouse Receiving of Newly Manufactured Locally Made and Imported Firearms

A licensed Firearm Dealers with Authority to License to Manufacture and Import firearms for commercial purposes shall deposit their Firearms at Storage Warehouse, Firearms and Explosives Office for safekeeping and encoding to include firearms record in accordance with the provisions of RA 10951 and its Revised IRR.

| | |
|---|---|
| **Office or Division:** | **Storage Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Citizen (GOVERNMENT TO CITIZEN (G2C)), Government to Business (GOVERNMENT TO BUSINESS (G2B)) |
| **Who May Avail:** | Licensed Firearms Dealers with License to Manufacture and Authority to Import at the time of the presenting of their firearms for deposit. |
| **CHECKLIST OF REQUIREMENTS of Newly manufactured Locally-Made Firearms** | **WHERE TO SECURE** |
| 1. One (1) Photocopy of License to Manufacture | Permit and Other Licenses (POL), Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO) |
| 2. One (1) Inspection Report | I&E Section, EEMD, FEO |
| 3. One (1) Permit to Transport Firearms from Manufacturing Plant to FEO | Enforcement and Education Management Division (EEMD), Firearms and Explosives Office (FEO) |
| **CHECKLIST OF REQUIREMENTS of Imported Firearms** | **WHERE TO SECURE** |
| 1. One (1) Photocopy of License to Deal | Permit and Other Licenses (POL), Firearms Licensing Division (FLD), Firearms and<br><br>Explosives Office (FEO), |

| | | | | |
|---|---|---|---|---|
| 2. One (1) Photocopy of Import Permit | | Permit and Other Licenses (POL), Firearms<br><br>Licensing Division (FLD), Firearms and Explosives Office (FEO), | | |
| 3. One (1) Certificate of Balance | | Permit and Other Licenses (POL), Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO) | | |
| 4. One (1) Inspection Report (Duly signed by I & E duty Personnel) | | Enforcement and Education Management Division (EEMD), Firearms and Explosives Office (FEO) | | |
| 5. One (1) Bill of Lading/Airway Bill | | Concerned Dealer | | |
| 6. One (1) Bureau of Custom's documents (BOC Certification and others) | | Bureau of Custom | | |
| 7. One (1) Packing List | | Concerned Dealer | | |
| 8. One (1) Permit to Transport Firearms from Ports/Airports to FEO Storage | | Enforcement and Education Management Division (EEMD | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Documentary requirements in white folder and Firearms for Inspections | 1.1 Receive, evaluate, check the completeness, validity and Correctness (CVC) of submitted requirement and<br><br>Inspect/ Check the correctness of the Firearms Serial Numbers based on the submitted Inspection Report | None | 6 hours | Duty Storage PNCO and I&E, EEMD personnel |

| | | | | |
|---|---|---|---|---|
| | (Note: Return to dealers if there is/ are lacking requirement/s) | | | |
| 2. Confirm Firearms deposited in their respected Vault and Affix signature on the Action Slip | 2.1 Batching and Encoding of firearm details in FEO system | None | 2 days | Processor, Storage Section |
| | 2.2 Affix signature on the Inspection Report | None | 4 hours | Senior Action PNCO and Chief Storage Section |
| 3. Submit request for Conduct Ballistic Test of Firearms to | 3. 1 Endorse the letter addressed to D, FG (Attn: FAID) for the conduct of ballistic test | None | 4 hours | Processor, Storage Section |
| | 3.2 Approved letter addressed to D, FG (Attn: FAID) for the conduct of ballistic test | None | 8 hours | Chief, Firearms and Explosives Office |
| 4. Receive firearms subject for scheduled ballistic test | 4.1 ReLaw Enforcement Agencies (LEAs)ed firearms subject for scheduled ballistic test | None | 8 hours | Duty Warehouse, Storage Section |
| 5. Submit result of | 5.1 Receive firearms and | | | Duty Warehouse and Processor, |

| | | | | |
|---|---|---|---|---|
| ballistic test and return the firearms at storage facility | encode the ballistic results in the FEO system and Click “Check Ballistics” | None | 8 hours | Storage Section |
| | **TOTAL** | | **6 days and 6 hours** | |

## 6. Issuance of Withdrawal & Authority to Transport Firearms and Ammunition (ATTFA) of Newly Purchased Firearms

All newly purchased firearms by individual/juridical entity shall apply Withdrawal of firearms in accordance with the provisions of RA 10951 and its Revised IRR.

| **Office or Division:** | **Storage Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
|---|---|
| **Classification:** | Complex |
| **Type of Transaction:** | GOVERNMENT TO CITIZEN (G2C), GOVERNMENT TO BUSINESS (G2B) |
| **Who May Avail:** | A Filipino Citizen with 18 and above of age/ License Dealer with newly purchased firearms at the time of filing of written application. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. One (1) Photocopy of Valid License To Own and Possess Firearms (LTOPF)- Individual/Juridical Entity and Firearm Registration | PHILIPPINE NATIONAL POLICE (PNP) - Individual Licensing Section, Firearms Licensing Division (FLD)/ Juridical Section, Firearms Licensing Division (FLD) / One Stop Shop (OSS)/ Regional Civil Security Units/ CSG-SATO/ Clients can print Certificates thru their online account |
| 2. One (1) Order of Payment for Authority to Transport Firearms and Ammunition (ATTFA) | Enforcement and Education Management Division (EEMD |
| 3. One (1) Original or Photocopy of Special Bank Receipt or Payment Confirmation for Authority to Transport Firearms and Ammunition (ATTFA) | Land Bank of the Philippines (LBP) or Landbank Link.BizPortal for online payment |

| CLIENT STEPS | AGENCY ACTION | FEES | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit request for printing of withdrawal of firearm/s with attached documentary requirements (Ground Floor, FEO, Storage Building) | 1.1 Receive, evaluate and check the Completeness, Validity and Correctness (CVC) of submitted requirements. | None | 1 hour | Receiving Clerk, Storage Section |
| | 1.2 Validate Authority to Transport Firearms and Ammunition (ATTFA) Payment and Print withdrawal form of firearm/s and affix signature then forward to Records Section. | None | 2 hours | Processor, Storage Section |
| | 1.3 Check applicant's record in the system and countersigns if no expired firearms registration.<br><br>(Note: If with expired firearm/s, inform the applicant to renew first the expired firearm/s). | None | 2 hours | Records Verifier, Records Section |
| | 1.4 Check ballistic report and counter signs in the printed withdrawal form. | None | 2 hours | Ballistic Verifier, Storage Section |
| | 1.5 Sign the Withdrawal Form. | None | 2 hours | Chief, Storage Section |
| | 1.6 Approve and affix signature on the Authority to Transport Firearms and Ammunition (ATTFA). | None | 2 hours | Chief, Firearms Explosives Office (FEO) |
| 2. Receive Firearm/s | 2.1 ReLaw Enforcement Agencies (LEAs)e firearm/s in | None | 4 hours | Duty Warehouse, Storage |

| | | | | |
|---|---|---|---|---|
| | coordination with the concerned gun dealer/s and Click "ReLaw Enforcement Agencies (LEAs)ed to Licensee" in the FEO Online System. | | | Section |
| | **TOTAL** | | **1 day and 7 hours** | |

**7. Issuance of Certification to Law Enforcement Agencies, Prosecutors, Public Attorney's Offices and Firearm Licensees relative to letter request.**

To provide the procedure in the issuance of Firearms Data Certification for use of filing criminal cases/search warrant.

| | |
|---|---|
| **Office or Division:** | **Records Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | GOVERNMENT TO CITIZEN (G2C), GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Law Enforcement Agencies, Prosecutors, Public Attorney's Office,<br><br>Individual Firearm Licensees |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original copy of Official letter request from concerned office/individual addressed to Chief, Firearms Explosives Office (FEO) | Requesting Office/Unit/Licensees |
| B. One (1) Spot Report | Requesting Office/Unit/Licensees |
| C. One (1) Blotter Excerpt; and | Requesting Office/Unit/Licensees |
| D. One (1) Information Report | Requesting Office/Unit/Licensees |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit letter request | 1.1. Receive letter request | None | 1 hour | Receiving Non-Uniformed Personnel, Records and IT |

| | | | | |
|---|---|---|---|---|
| | | | | Section |
| | 1.2. Verify and prepare certification | None | 4 days | Verifier Non-Uniformed Personnel/Action<br>Police Non Commission Officer, Records and IT Section |
| | 1.3. Check and review certification | None | 1 day | Non-Uniformed Personnel/Action<br>Police Non-Commission Officer, Records and IT Section |
| | 1.4. Signature/Approval | None | 1 day | Chief, Records and IT Section/ Chief, Juridical/ Chief, Firearms Licensing Division |
| 2. Claim certificate | 2. Dispatch/log-out certification | None | 30 mins | ReLaw Enforcement Agencies (LEAs)ing Non-Uniformed Personnel /Action<br>Police Non-Commission Officer, Records and IT Section |
| | **TOTAL** | | **6 days, 1 hour and 30 minutes** | |

## 8. Issuance of Firearms Certification for various competent courts relative to Subpoena/order

To provide the procedure in the issuance of certification of firearm data for use of various competent courts in the solution of criminal cases.

| | |
|---|---|
| **Office or Division:** | **Records Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction**: | GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Competent courts (Sandiganbayan, Regional Trial Courts, SHARIA District Court, Metropolitan Trial Courts, Municipal Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts SHARIA Circuits Courts and Municipal Circuit Trial Courts) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy Subpoena/ Court Order issued by the competent Courts. | Competent Courts |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit subpoena/court order | 1.1. Receive Subpoena/order | none | 1 hour | Subpoena Officer, Records Section |
| | 1.2. Verify and prepare certification | none | 3 days | Verifier Records Section /Action Police Non-Commission Officer |
| | 1.3. Check and review certification | none | 1 day | Action Police Non-Commission Officer, Records Section |
| | 1.4. Signature/ | none | 1 day | Chief, Records Section |

| | | | | |
|---|---|---|---|---|
| | Approval | | | |
| 2. Wait for the registered mail | 2.1. Distribute Certification by registered mail | none | 1 day | Subpoena Officer/Action<br><br>Police Non-Commission Officer, Records Section |
| | **TOTAL** | | **6 days and 1 hour** | |

## 9. Issuance of Firearms Record Verification (FRV) for Company Guard Forces (CGFs)/Private Security Agencies (PSAs)

To provide the procedure in the issuance of Firearms Records Verification (FRV) for Private Security Agencies, Company Guard Force and other juridical entities.

| | |
|---|---|
| **Office or Division:** | **Records Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Who may avail** | Company Guard Forces/Private Security Agencies |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of request letter (must include recap of Firearms owned by the Company) | Applicant |
| B. One (1) Original Copy Special Power of Attorney | Applicant |
| C. One (1) Photocopy of two (2) valid IDs | Applicant |
| D. License to Operate (LTO) | Supervisory Office for Security and Investigation Agencies (SOSIA) |
| E. One (1) Photocopy Acknowledgement Receipt of deposited High-powered firearms (if with High-Powered firearms); and | Supply Accountable Officer (SAO), Police Stations that have jurisdiction over the areas where the Company Guard Forces or Private Security Agencies are located |
| F. One (1) Photocopy of Juridical License to Own and Possess Firearms (JLTOPF) | Applicant/Juridical Section |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit application | 1.1. Receive /check application | None | 10 mins | Receiving Non-Uniformed Personnel, Records Section |
| | 1.2. Verify and prepare Firearms record verification and issue control number | None | 2 days | Verifier Non-Uniformed Personnel/ Action<br>Police Non-Commission Officer, Records Section |
| | 1.3. Check and review Firearm Record Verifier | None | 1 hour | Non-Uniformed Personnel/ Action<br>Police Non-Commission Officer, Records Section |
| | 1.4. Signature/ approval | None | 1 day | Chief, Records Section/ Chief, Juridical/ Chief, Firearms Licensing Division |
| 2. Claim Firearms Record Verification | 2.1. Dispatch/log-out Firearms Record Verifier | None | 10 mins | ReLaw Enforcement Agencies (LEAs)ing Non-Uniformed Personnel/ Action<br>Police Non-Commission Officer, Records and IT Section |
| | **TOTAL** | | **3 days, 1 hour** | |

| | | | | |
|---|---|---|---|---|
| | | | **and 20 mins** | |

**10. Issuance of Computer printout of firearms license for renewal – Firearms Information Management System (FIMS)**

To provide the procedure in the issuance of computer printout of firearms license of gun holder.

| | |
|---|---|
| **Office or Division:** | **Records Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | GOVERNMENT TO CITIZEN (G2C) |
| **Who may avail:** | License Firearm Holder |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Official Letter request of licensee addressed to Chief FEO | Applicant |
| B. One (1) Authorization letter from licensee if thru representative; and | Licensee |
| C. One (1) Photocopy of valid ID | Applicant |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit request | 1.1. Received request | None | 5 mins | Receiving Non-Uniformed Personnel, Records Section |
| | 1.2. Review the request as well as the necessary requirements then recommends for approval<br><br>of Chief, Clerk | None | 5 mins | Non-Uniformed Personnel/Action<br><br>Police Non Commission Officer, Records Section |
| | 1.3. Conducts record verification and issue | None | 30 mins | Verifier Police Non-Commission Officer/Chief, Records Section |

| | | | | |
|---|---|---|---|---|
| | computer print-out | | | |
| 2. Claim Firearms Information Management System | 2. Log-out document to the requesting party | None | 5 mins | ReLaw Enforcement Agencies (LEAs)ing Non-Uniformed Personnel /Action<br><br>Police Non-Commission Officer, Records Section |
| | **TOTAL** | | **45 minutes** | |

## 11. License to Manufacture (New-Main & Additional Site)

To provide the procedure in the issuance of License to Manufacture for firearms, major parts, minor parts, accessories, vest/vestment, airgun/airsoft, sporting riflescope, ammunition and/or components and air munition products, smoke grenade, mortar fuzes, bomb suits and blankets for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP) and authorized foreign counterparts.

| | |
|---|---|
| **Office or Division:** | **Permits and Other Licenses Section, Firearms Licensing Division** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B) |
| **Who may avail:** | MANUFACTURER |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **DOCUMENTARY REQUIREMENTS** (To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)<br><br>A. 1.) One (1) Letter request addressed to SILG from the owner (for sole proprietorship or partnership) or president or any corporate officer or member of the Board (for corporation); 2.) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 3.); List requested items being applied specifying the | Applicant<br><br>Permits and Other Licenses Section |

| | |
|---|---|
| types of arms, ammunition or implements which the applicants intend to manufacture (notarized and certified by the licensee/owner/registered company official)<br><br>B. One (1) Local Business/Mayor's Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA);<br><br>C. One (1) Certificate of Registration of the firm: (any of the following)<br>• Department of Trade and Industry (DTI) (for single proprietorship)<br>• Security and Exchange Commission (SEC) Registration, Articles of Incorporation/Partnership & By-Laws (for partnership or corporation)<br>• Cooperative Development Authority (CDA) (for cooperative)<br><br>D. One (1) Name of Owner (sole proprietorship/partnerships) or its President/ or any corporate officer or member WHO will manage the company empowered through Secretary's Certificate (for corporation) with their respective National Police Clearance and NBI Clearance;<br><br>E. One (1) BIR Registration/TIN of the Business Entity<br><br>F. One (1) Proof of capitalization such as Corporate Treasurer's Affidavit or Bank Certificate in the following amount:<br>• Firearms, Firearms Parts and Ammunition – Php5,000,000.00<br>• Firearms and its Parts – Php2,500,000.00<br>• Ammunition – Php2,000,000.00<br><br>G. One (1) Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site for operation of the factory is safe and secured from | Local Government Unit/Philippine Economic Zone Authority<br><br>Department of Trade and Industry<br><br>Security and Exchange Commission<br><br>Cooperative Development Authority<br><br>National Bureau of Investigation<br><br>Philippine National Police |

| | |
|---|---|
| insurgents/terrorists<br><br>H. One (1) FEO/RCSU Inspection Report with the following:<br>• Endorsement from RCSU (for application outside NCR only)<br>• After Inspection Report and Checklist for Inspection<br>• Location Map of the factory showing the distance from the nearest police headquarters<br>• Floor plan of the factory<br>• Picture of its interior and exterior view as well as the storage area of the firearms and ammunition with captions.<br><br>**Additional requirements to comply in support to the application:**<br><br>I. One (1) Copy of Board Resolution, General Information Sheet of the Corporation and Secretary's Certificate indicating name of the corporate officer or member who will manage the facility (for corporation only)<br>J. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application<br><br>K. Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application;<br><br>L. One (1) Copy of Main LTM (for application of additional site only)<br><br>**ADDITIONAL REQUIREMENTS FOR APPLICATION OF EXPIRED LICENSE TREATED AS NEW APPLICATION: (Additional requirements pursuant to the approved Guidelines in the Processing of Expired Licenses dated December 14, 2017)** | Bureau Internal Revenue<br><br>Banking Institution<br><br>Provincial Director/City Director or Chief of Police<br><br>Inspection & Enforcement Section, Education and Enforcement Management Division, Firearms and Explosives Office/Regional Civil Security Unit, Civil Security Group |

| | |
|---|---|
| M. One (1) Original Copy of Expired License to Manufacture (for photocopy, license should be surrendered upon reLaw Enforcement Agencies (LEAs)e of the renewed LTO; for lost license, submit affidavit of loss)<br><br>N. One (1) Summary of sales and production report made during the validity of the License to Manufacture duly certified by the licensee and notarized. If no transaction report, submit a letter of explanation addressed to the C, PHILIPPINE NATIONAL POLICE (PNP) (Attn: C, FEO)<br><br>O. One (1) Inventory of stocks on hand from the authorized company representative/licensee validated by the C, Storage. If no stocks on hand, submit a certification citing that the business entity does not have stocks on hand validated by C, Storage<br><br>**To be submitted prior to the reLaw Enforcement Agencies (LEAs)e of approved LTM:**<br><br>• One (1) Order of Payment (OP) and Special Bank Receipt (SBR)<br>• One (1) Surety Bond (Copy of Policy and Receipt)<br>(Transactions may require additional time, especially in the processing undertaken by higher authorities outside Permits and Other Licenses Section, FLD.) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application with complete documentary requirements to POL Section, | 1.1 Evaluates the application if submitted requirements are complete, correct and valid. | None | 2 hourss | Briefer/Receiver, Permits and Other Licenses Section |

| | | | | |
|---|---|---|---|---|
| FLD,<br>FEO | | | | |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3. Process application and prepare memo/<br><br>endorsement letter | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.4. Checks the completeness of the application and check the prepared memo/letter | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.5. Counterchecks the prepared license and<br><br>edit memo/letter | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | 1.6. Review and check the appropriateness of the action taken and countersigns the memo/letter | None | 1 hours | Chief, Firearms Licensing Division (FLD) |
| | 1.7. Sign memo/letter and endorses to D,<br><br>CSG | None | 1 day, 5 hrs and 30 mins | Chief, Firearms and Explosives Office (FEO) |
| | 1.8. For concurrence | None | 2 Days | Chief of Staff, Civil Security Group (CSG) |
| | 1.9. Recommend | None | 1 day | Director, Civil Security Group |

| | | | | |
|---|---|---|---|---|
| | approval | | | (CSG) |
| | 1.10. For concurrence | None | 3 Days | The Chief Directorial Staff (TCDS) |
| | 1.11. For concurrence | None | 3 Days | The Deputy Chief of Operation (TDCO) |
| | 1.12. Signs endorsement letter to SILG | None | 4 Days | Chief, Philippine National Police (PHILIPPINE NATIONAL POLICE (PNP)) |
| | 1.13. Approval/ Disapproval | None | 1 day and 4hrs | Secretary of Interior and Local Government (SILG) |
| | 1.14. Receives approved application and issues action slip | None | 1 hour | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.15. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.16. Prepare memo and LTO | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.17. Check prepared memo and LTO prepared by processor | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.18. Counterchecks and | None | | Chief, Permits and Other |

| | | | | |
|---|---|---|---|---|
| | review the appropriate license prepared and edits memo/letter | | 1 hour | Licenses (POL)Section |
| | 1.19. Sign the endorsement memo | None | 1 hour | Chief, Firearms and Licensing Division (FLD) |
| | 1.20. For concurrence | None | 1 hour | Assistant Chief, Firearms Licensing Division |
| | 1.21. Sign the prepared LTO | None | 1 day | Chief, Firearms Explosives Office (FEO) |
| | 1.22. Receive approved LTO | None | 30 mins | Briefer/Receiver, POL Section |
| | 1.23. Issue Order of Payment for License to Manufacture | None | 30 mins | Chief Clerk, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines and Surety Bond at any | 2.1 Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for License to Manufacture | Law Enforcement Agencies (LEAs)e refer to the matrix/table of fees below | 1 hour | Landbank of the Philippines (LBP) Teller |
| | 2.2 Issues Bond Receipt and Policy after payment of the corresponding amount | Depends on the premium of the license fee paid | 1 hour | Insurance Company |

| | | | | |
|---|---|---|---|---|
| accredited<br><br>Insurance<br><br>Company | | | | |
| 3. Submit original OP and SBR; and Surety Bond<br><br>Receipt and Policy | 3. Records and reLaw Enforcement Agencies (LEAs)es approved License to Manufacture | None | 1 hour | Chief, Permits and Other Licenses (POL) section |
| | **TOTAL** | **PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | **21 Days** | |

**MATRIX/ TABLE OF FEES FOR LICENSE TO MANUFACTURE**

| TYPE OF LICENSE TO MANUFACTURE | FEES |
|---|---|
| A. Manufacture Firearms and its Major Parts and Minor Parts | Php 80,000.00 |
| B. Manufacture Minor Parts and Accessories | Php 70,000.00 |
| C. Manufacture Bullet Proof Vest/Vestment | Php 60,000.00 |
| D. Manufacture Airgun/ Airsoft | Php 60,000.00 |
| E. Manufacture Sporting Riflescope | Php 60,000.00 |
| F. Manufacture of Load/ Reload Ammunition | Php 60,000.00 |
| G. Manufacture Ammunition and/or Ammunition Components | Php 80,000.00 |
| H. Manufacture Firearms, Firearm Parts and Ammunition for sale to I. authorized Law Enforcement Agencies | Php 80,000.00 |

| | |
|---|---|
| J. Manufacture Firearms, Ammunition, Air Munition Products, Smoke<br>K. Grenade, Mortar Fuzes, Bomb Suits and Blankets for sale to<br>L. ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP) and authorized foreign counter parts | Php 80,000.00 |
| Package (inclusive of all licenses above) | Php 100,000.00 |

**12. License to Deal – (New- Main & Branch)**

To provide the procedure in the issuance of License to Deal in Small Arms, Major Parts and Ammunition for commercial sale, Reloading Machines, Parts and Accessories for commercial sale, Ammunition Reloading Components for commercial sale, Bullet Proof Vest/ Vestment for commercial sale, Airgun/ Airsoft for commercial sale, Small Arm Minor Parts, Spare Parts and Accessories for commercial sale, Firearms, Ammunition, Spare Parts & Accessories for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) & OGAs and Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) & OGAs.

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|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B)/GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Stakeholder |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS** (To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.) | |
| A. One (1) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 2) List of requested items being applied specifying the types/caliber of firearms, its major and minor parts and accessories or ammunition and its components, reloading machine parts and accessories, bullet proof vest/vestments and | Applicant<br><br>Permits and Other Licenses Section |

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| other regulated items which the applicants intends to deal(notarized and certified by the licensee/owner/registered company official)<br><br>B. One (1) Local Business/Mayor's Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA)<br><br>C. One (1) Certificate of Registration of the firm: (any of the following)<br>• Department of Trade and Industry (DTI) (for single proprietorship)<br>• Security and Exchange Commission (SEC) Registration, Articles of Incorporation/Partnership & By-Laws (for partnership or corporation)<br>• Cooperative Development Authority (CDA) (for cooperative)<br><br>D. One (1) Name of Owner (sole proprietorship/partnerships) or its President/ or any corporate officer or member who will manage the company empowered through Secretary's Certificate (for corporation) with their respective NBI Clearance<br><br>E. One (1) BIR Registration/TIN of the Business Entity<br><br>F. One (1) Proof of capitalization such as Corporate Treasurer's Affidavit or Bank Certificate in the following amount:<br>• Firearms, Firearms Parts and Ammunition – Php1,000,000.00<br>• Firearms Parts and Ammunition – Php500,000.00<br>• Ammunition Reloading Machine and Components – Php500,000.00<br>• Ammunition – Php500,000.00<br>• Bullet Proof Vest/Vestments/Crowd Control Equip – Php500,000.00<br>• Airgun/Airsoft–Php 500,000.00<br>G. One (1) Certification from the Provincial Director/City Director (PD/CD) or Chief of Police (NCRPO) that the site for operation of | Local Government Unit/Philippine Economic Zone Authority<br><br>Department of Trade and Industry<br><br>Security and Exchange Commission<br><br>Cooperative Development Authority<br><br>National Bureau of Investigation<br><br>Philippine National Police |

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| the store is safe and secured from insurgents/terrorists | Bureau Internal Revenue |
| H. One (1) FEO/RCSU Inspection Report with the following:<br>• Endorsement from RCSU (for application outside NCR only)<br>• After Inspection Report and Checklist for Inspection<br>• Location Map of the store showing the distance from the nearest police headquarters<br>• Floor plan of the store<br>• Picture of its interior and exterior view of the airgun/airsoft/bullet proof vest/vestment store and its vault/storage area (shall be enough to accommodate the items) with caption | Banking Institutions |
| **ADDITIONAL REQUIREMENTS FOR APPLICATION OF EXPIRED LICENSE TREATED AS NEW APPLICATION:**<br><br>**(Additional requirements pursuant to the approved Guidelines in the Processing of Expired Licenses dated December 14, 2017)**<br><br>I. One (1) Original Copy of Expired License to Manufacture (for photocopy, license should be surrendered upon reLaw Enforcement Agencies (LEAs)e of the renewed LTO; for lost license, submit affidavit of loss) | Provincial Director/City Director or Chief of Police |
| J. One (1) Summary of sales and production report made during the validity of the License to Manufacture duly certified by the licensee and notarized. If no transaction report, submit a letter of explanation addressed to the C, PHILIPPINE NATIONAL POLICE (PNP) (Attn: C, FEO) | |
| K. One (1) Inventory of stocks on hand from the authorized company representative/licensee validated by the C, Storage. If no stocks on hand, submit a certification citing that the business entity does not have stocks on hand validated by C, Storage (For commercial sale only) | Inspection & Enforcement Section, Education and Enforcement Management Division, Firearms and Explosives Office/Regional Civil Security Unit, Civil |

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| **To be submitted prior to the reLaw Enforcement Agencies (LEAs)e of approved LTD:**<br>• One (1) Order of Payment (OP) and Special Bank Receipt (SBR)<br>• One (1) Surety Bond (Copy of Policy and Receipt)<br>(Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD) | Security Group |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1.1. Evaluates the application if submitted requirements are complete, correct and valid. | None | 2 hourss | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3 Process application and prepare memo/ endorsement letter | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.4 Checks the completeness of the application and check the prepared memo/letter | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |

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| | 1.5 Counterchecks the prepared license and edit memo/letter | None | 1 hour | Chief, Permits and Other Licenses (POL) |
| | 1.6 Review and check the appropriateness of the action taken and countersigns<br>the memo/letter | None | 1 hours | Chief, Firearms Licensing Division (FLD) |
| | 1.7 For concurrence | None | 1 hour | Assistant Chief, Firearms Licensing Division (FLD) |
| | 1.8 Sign memo and<br>endorses to D, CSG | None | 1 day, 5 hrs and 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 1.9. For concurrence | None | 2 Days | Chief of Staff, Civil Security Group |
| | 1.10. Recommend approval | None | 1 Day | Director, Civil Security Group |
| | 1.11. For concurrence | None | 3 Days | The Chief Directorial Staff (TCDS) |
| | 1.12. For concurrence | None | 3 days | The Deputy Chief for Operations (TDCO) |
| | 1.13.<br>Approval/Disapproval | None | 4 Days | Chief, Philippine National Police (PHILIPPINE NATIONAL |

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| | | | | POLICE (PNP)) |
| | 1.14 Receives approval license | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| | 1.15 Issues order of Payment for License to Deal | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines (LBP) and Surety Bond at any accredited Insurance Company | 2.1 Issues Special Bank Receipt (SBR) to applicant after payment of the<br>corresponding fees for license to deal | Varies from Php 10,000.00 to Php 20,000.00 | 1 hour | Landbank of the Philippines (LBP) Teller |
| | 2.2 Issues Bond Receipt and Policy after payment of the<br>corresponding amount. | Depends on the license fee paid | 1 hour | Insurance Company representative |
| 3. Submit original OP and SBR; and Surety Bond Receipt and Policy to Chief<br>Clerk, POL Section | 3. Records and reLaw Enforcement Agencies (LEAs)es approved License to Deal | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | | **Law** | **16 Days** | |

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| | **TOTAL** | **Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | | |

**MATRIX/ TABLE OF FEES**

| TYPE OF LICENSE TO MANUFACTURE | FEES |
|---|---|
| A. Deal in Small Arms, Major Parts and Ammunition | **Php 20,000.00** |
| B. Deal in Reloading Machines, Parts and Accessories | **Php 12,500.00** |
| C. Deal in Ammunition Reloading Components | **Php 10,000.00** |
| D. Deal in Bullet Proof Vest/ Vestment | **Php 9,000.00** |
| E. Deal in Airgun/ Airsoft (Electronics Weapons Device) | **Php 10,000.00** |
| F. Deal in Small Arm Minor Parts, Spare Parts and Accessories | **Php 10,000.00** |
| G. Deal in Firearms, Ammunition, Spare Parts & Accessories | **Php 15,000.00** |
| H. Deal in Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories | **Php 15,000.00** |
| Package (inclusive of licenses from A-F) | **Php 30,000.00** |
| Authority to Display (optional) | **Php 10,000.00 per license** |

## 13. License to Deal in (Renewal/Amendment)

To provide the procedure in the issuance of renewal of License to Deal in Small Arms, Major Parts and Ammunition for commercial sale, Reloading Machines, Parts and Accessories for commercial sale, Ammunition Reloading Components for commercial sale, Bullet Proof Vest/ Vestment for commercial sale, Airgun/ Airsoft for commercial sale, Small Arm Minor Parts, Spare Parts and Accessories for commercial sale, Firearms, Ammunition, Spare Parts & Accessories for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) & OGAs and Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) & OGAs.

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|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B)/GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Dealer/ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) & OGAs |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS** (To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)<br>A.. One (1) Duly accomplished application form and amendment form, if any (notarized) and undertaking that the Applicant will abide by all firearm laws, rules and regulations; and List of requested items being applied specifying the types/caliber of firearms, its major and minor parts and accessories or ammunition and its components, reloading machine parts and accessories and other regulated items which the applicants intends to deal/sell (notarized and certified by the licensee/owner/registered company | |

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| official);<br><br>B. One (1) Local Business/Mayor's Permit or Certificate of Registration from Philippine Economic Zone Authority (PEZA)<br><br>C. One (1) Name of Owner/s (sole proprietorship/partnerships) or its President/ or any corporate officer or member who will manage the company empowered through Secretary's Certificate (for corporation) with their respective NBI Clearance<br><br>D. One (1) Summary of Transaction (Sales and Production Report) made during the validity of the LTD<br>E. One (1) Storage fee<br><br>F. One (1) FEO/RCSU Inspection Report with the following (for commercial sale only):<br>• Endorsement from RCSU (for application outside NCR only)<br>• After Inspection Report and Checklist for Inspection<br>• Location Map of the factory showing the distance from the nearest police headquarters<br>• Floor plan of the factory<br>• Picture of its interior and exterior view as well as the storage area of the firearms and ammunition with caption | Local Government Unit/Philippine Economic Zone Authority<br><br>National Bureau of Investigation<br><br>Philippine National Police<br><br>Storage Section, Firearm Licensing Division<br><br>Inspection & Enforcement Section, Education and Enforcement Management Division, Firearms and Explosives Office/Regional Civil Security Unit, Civil Security Group<br><br>Department of Trade and Industry<br><br>Security and Exchange Commission<br><br>Cooperative Development |

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| **Additional requirements to comply in support to the application:**<br><br>G. One (1) Copy of any of the following: DTI/SEC/CDA;<br>H. One (1) Original Copy of License to Deal subject for renewal (for photocopy, license should be surrendered upon reLaw Enforcement Agencies (LEAs)e of the renewed LTD; for lost license, submit affidavit of loss);<br>I. One (1) Copy of Board Resolution, General Information Sheet of the Corporation and Secretary's Certificate indicating name of the corporate officer or member who will manage the facility (for corporation only);<br>J. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application;<br>K. Two (2) government issued IDs with 3 specimen signatures of the following: and<br>• Owner/President/appointed Company Official<br>• Authorized representative/liaison who will process the application<br>L. One (1) Copy of Main LTD (for application of branch only)<br><br>**To be submitted prior to the reLaw Enforcement Agencies (LEAs)e of approved LTD:**<br><br>• One (1) Order of Payment (OP) and Special Bank Receipt (SBR)<br>• One (1) Surety Bond (Copy of Policy and Receipt)<br>**DURATION: 3 working days (**Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD) | Authority |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1.1. Evaluates the application if submitted requirements are complete, authentic and valid | None | 2 hourss | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3. Process application and prepare memo for endorsement | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.4. Check the completeness of the application and check the prepared memo | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.5. Review the prepared license and edit memo | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | 1.6. Recommends approval | None | 1 hour | Chief, Firearms Licensing Division (FLD) |

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| | 1.7. For concurrence | None | 1 hour | Asst. Chief, Firearms Explosives Office (FEO) |
| | 1.8. Approval/ Disapproval | None | 1 day, 5 hrs and 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 1.9. Transmits approved LTD | None | 30 mins | Liaison, Chief, Firearms Explosives Office (FEO) |
| | 1.10. Receives approved LTD | None | 30 mins | Briefer/ Receiver, POL Section |
| | 1.11. Issues order of Payment for<br>License to Deal | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines (LBP) and Surety Bond at any accredited Insurance Company | 2. Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees<br>for License to Deal | Varies from Php 10,000.00 to Php 30,000.00 | 1 hour | Landbank of the Philippines (LBP) teller |
| 3. Submit original OP and SBR; and Surety Bond | 3.1. Issues Bond Receipt and Policy after payment of the corresponding | Depends on the license fee paid | 1 hour | Insurance Company representative |

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| Receipt<br><br>and Policy to Chief Clerk, POL Section | amount. | | | |
| | 3.2 Records and reLaw Enforcement Agencies (LEAs)es approved License to Deal | None | 1 hour | Chief, Permits and Other Licenses (POL) section |
| | **TOTAL** | **PLaw Enforcement Agencies (LEAs)e refer to the matrix/ table of fees below** | **4 days and 30 minutes** | |

**MATRIX/ TABLE OF FEES FOR LICENSE TO DEAL**

| TYPE OF LICENSE TO MANUFACTURE | FEES |
|---|---|
| A. Deal in Small Arms, Major Parts and Ammunition | **Php 20,000.00** |
| B. Deal in Reloading Machines, Parts and Accessories | **Php 12,500.00** |
| C. Deal in Ammunition Reloading Components | **Php 10,000.00** |
| D. Deal in Bullet Proof Vest/ Vestment | **Php 9,000.00** |
| E. Deal in Airgun/ Airsoft (Electronics Weapons Device) | **Php 10,000.00** |
| F. Deal in Small Arm Minor Parts, Spare Parts and Accessories | **Php 10,000.00** |
| G. Deal in Firearms, Ammunition, Spare Parts & Accessories | **Php 15,000.00** |
| H. Deal in Bullet Proof Vest/Vestment/Crowd Control Equipment/Electronic Weapon Devices and Accessories | **Php 15,000.00** |
| Package (inclusive of licenses from A-F) | **Php 30,000.00** |
| Authority to Display (optional) | **Php 10,000.00 per license** |

## 14. Gunsmith's License

To provide the procedure in the issuance of New and Renewal of Gunsmith's License.

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| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Highly technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B) |
| **Who may avail:** | Stakeholder/Gunsmith/Dealer |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS** (To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)<br>A. One (1) Duly accomplished application form (notarized) and undertaking that the applicant will abide by all firearm laws, rules and regulations; and 2) List of requested items being applied specifying the types/caliber of firearms, and the quantity at a time which the applicants intends to repair (notarized and certified by the licensee/owner/registered company official)<br>B. One (1) Clearances of the Licensee (Owner/President or any corporate officer or member):<br>• NBI Clearance;<br>• DI Clearance or Police Clearance;<br>• Neuro Psychiatric Clearance; and<br>• Drug Test Clearance | National Bureau of Investigation, Directorate for Intelligence, Philippine National Police Health Service, Philippine National Police Crime Laboratory |

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| C. One (1) List of Employees and Proposed/existing list of equipment, tools and/or instrument to be purchased/used for customization and/or repair of firearms.<br>**Other requirements to comply in support to application:** | |
| D. One (1) FEO/RCSU Inspection Report with the following:<br>• Endorsement from RCSU (for application outside NCR only)<br>• After Inspection Report and Checklist for Inspection<br>• Location Map of the factory showing the distance from the nearest police headquarters<br>• Floor plan of the facility<br>• Picture of its interior and exterior view as well as the storage area of the firearms with captions | Firearm and Explosive Office/Regional Civil Security Unit |
| E. One (1) Business Permit/Mayor's Permit (Municipal/City) | Local Government Unit |
| F. One (1) Copy of any of the following: DTI/SEC/CDA | Department of Trade and Industry/ Security and Exchange Commission/ Cooperative Development Authority |
| G. One (1) Summary of Transaction made during the 5 years validity of the license, notarized | |
| H. One (1) Original copy of the Gunsmith's License subject for renewal | |
| I. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application | |
| J. Two (2) government issued IDs with 3 specimen signatures of the following:<br>• Owner/President/appointed Company Official<br>• Authorized representative/liaison who will process the application | |
| K. One (1) Copy of Main Gunsmith's License (for application of branch only)<br>**To be submitted upon approval of the license:** | |

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| | • One (1) Order of Payment (OP) and Special Bank Receipt (SBR)<br>• One (1) Surety Bond (Copy of Policy and Receipt)<br><br>➢ **DURATION: 3 working days**<br>(Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD) | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1.1. Evaluates the application if submitted requirements are complete, authentic and valid | None | 2 hourss | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3. Process application and prepare memo for<br><br>endorsement | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.4. Check the completeness of the | None | 1 hour | Chief Clerk, Permits and Other Licenses |

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| | application and check the prepared memo | | | (POL) Section |
| | 1.5. Review the prepared license and edit memo | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | 1.6. Recommends approval/disapproval | None | 2 hourss | Chief, Firearms Licensing Division (FLD) |
| | 1.7. For concurrence | None | 1 hour | Asst. Chief, Firearms Explosives Office (FEO) |
| | 1.8. Approval/ Disapproval | None | 1 day, 5 hrs and 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 1.9. Transmits approved license | None | 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 1.10. Receives approved license | None | 30 mins | Briefer/ Receiver, POL Section |
| | 1.11. Issues order of Payment for Gunsmith's License | P15,000.00 | 30 mins | Chief, Permits and Other Licenses (POL) |
| | 1.12. Issues Special Bank Receipt (SBR) to applicant after payment of the | None | 1 hour | Landbank of the Philippines (LBP) Teller |

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| | corresponding<br><br>fees for Gunsmith's License | | | |
| | 1.13. Issues Bond Receipt and Policy after payment of the corresponding amount. | None | 1 hour | Insurance Company representative |
| | 1.14. Records and reLaw Enforcement Agencies (LEAs)es approved Gunsmith's License | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | **TOTAL** | **P15,000.00** | **4 days and 30 minutes** | |

## 15. Permit to import firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items

To provide procedures in the issuance of Permit to Import firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items.

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| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B)/GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Dealer |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS (**To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.)<br>**By License Manufacturers:**<br>A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official);<br>B. One (1) Copy of License to Manufacture; and<br>C. One (1) Affidavit of undertaking.<br>**By License Dealers:**<br>A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied specifying the items being applied for the purpose of commercial sale (notarized and certified by the licensee/owner/registered company official);<br>B. One (1) Copy of License to Deal for Commercial Sale; and<br>C. One (1) Affidavit of undertaking<br>**License Dealers for sale to ARMED FORCES OF THE PHILIPPINES (AFP)/Law Enforcement Agencies (LEAs) and other Government Agencies:**<br>A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official); | |

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| B. One (1) Copy of License to Deal/Indent License;<br><br>C. One (1) Letter of intent by purchasing agency addressed to the CPHILIPPINE NATIONAL POLICE (PNP);<br><br>D. One (1) Original End-User's Certificate (duly signed by the issuing authority);<br><br>E. One (1) Purchase Order;<br><br>F. One (1) Contract Agreement;<br><br>G. One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC), attached Special Allotment ReLaw Enforcement Agencies (LEAs)e Order (SARO) intended for the procurement;<br><br>**By License Dealers for sale to PHILIPPINE NATIONAL POLICE (PNP):**<br><br>A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official)<br><br>B. One (1) Unsigned End-User's Certificate (EUC) prepared by BAC;<br><br>C. One (1) Authenticated photocopy of Indent License to Deal;<br><br>D. One (1) Purchase Order (Original/Authenticated) from BAC;<br><br>E. One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC) intended for the procurement or Certificate of Funds Availability from BAC;<br><br>F. One (1) Notice of Award (Authenticated) from BAC;<br><br>G. One (1) Unsigned Contract Agreement (Authenticated); and<br><br>H. One (1) Endorsement Letter for the EUC from BAC. | |

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| **By License Dealers for sale to Local Government Agencies:**<br><br>A. One (1) Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official)<br>B. One (1) Copy of Indent License to Deal;<br>C. One (1) Letter of intent by purchasing agency addressed to the C, PHILIPPINE NATIONAL POLICE (PNP);<br>D. One (1) Original End-User's Certificate (duly signed by the issuing authority);<br><br>E. One (1) Purchase Order;<br><br>F. One (1) Certificate of Availability of Funds or Approved Budget Contract (ABC), attached Special Allotment ReLaw Enforcement Agencies (LEAs)e Order (SARO) intended for the procurement Notice of Award;<br><br>G. One (1) Inventory of Firearms as certified by Authorized Bonde Firearm Custodian;<br><br>H. One (1) List of Regular Plantilla Position authorized to be used Firearms<br><br>I. One (1) Board of Resolution from Sangunian Panlalawigan/Panlungsod/Bayan or Barangay Lupon and<br><br>J. One (1) Deed of Absolute Donation as the case may be<br><br>**Other requirements to be submitted in support to application:**<br><br>A. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application; and<br>B. Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and authorized representative/liaison who will process the application. | |

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|---|---|---|---|---|
| To be submitted upon approval of the permit<br>➢ **One (1) Order of Payment (OP) and Special Bank Receipt (SBR)**<br>➢ **DURATION : 24 working days** (Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD) | | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1.1. Evaluates the application if submitted requirements are complete, correct and valid. | None | 2 hours | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3Process application and prepare memo/ endorsement letter | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.4. Checks the completeness of the application and check the prepared memo/letter | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.5. Counterchecks the prepared permit | None | | Chief, Permits and Other |

| | | | | |
|---|---|---|---|---|
| | and edit memo/letter | | 1 hour | Licenses (POL) Section |
| | 1.6. Review and check the appropriateness of the action taken and countersigns<br><br>the memo/letter | None | 2 hourss | Chief, Firearms Licensing Division (FLD) |
| | 1.7. Sign memo and endorses to D, CSG | None | **1 day, 5 Hrs and 30 mins.** | Chief, Firearms Explosives Office (FEO) |
| | 1.8. For concurrence | None | **2 Days** | Chief of Staff, Civil Security Group |
| | 1.9. Recommend<br><br>approval | None | **1 Day** | Director, Civil Security Group |
| | 1.10. For concurrence | None | **3 Days** | The Chief Directorial Staff (TCDS) |
| | 1.11. For concurrence | None | **3 Days** | TDCO |
| | 1.12. Approval/ Disapproval | None | **4 Days** | Chief, Philippine National Police (PHILIPPINE NATIONAL POLICE (PNP)) |
| | 1.13. Receives approve permit | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| | 1.14. Issues order of Payment for Permit to Import | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary | 2. Issues Special Bank Receipt (SBR) | | 1 hour | |

| | | | | |
|---|---|---|---|---|
| fees for License to Manufacture at the Land Bank of the Philippines (LBP) | to applicant after payment of the corresponding fees for permit to import | Php 100.00<br><br>per permit | | Landbank of the Philippines (LBP) Teller |
| 3. Submit original OP and SBR; and Surety Bond<br><br>Receipt and Policy to Chief Clerk, POL Section | 3. Records and reLaw Enforcement Agencies (LEAs)es approved Permit to Import | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | **TOTAL** | Php 100.00 per permit | **15 days, 7 hours** | |

## 16. Permit to export firearms and its parts, ammunition and its components, airgun/airsoft, bullet proof vest/vestment and other regulated items

To provide procedures in the issuance of Permit to Export for firearms and its parts, ammunition and its components, airgun/airsoft bullet proof vest/vestment and other regulated items.

| | |
|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | GOVERNMENT TO BUSINESS (G2B) |
| **Who may avail:** | Manufacturer |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS** (To be submitted in original or authenticated/certified true copy by the issuing Office using yellow folder with red alphabetical tabbing.) | |

| | |
|---|---|
| **By License Manufacturers:**<br><br>A. One (1) Letter request from addressed to C, PHILIPPINE NATIONAL POLICE (PNP) (Thru C, FEO); Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items subject for exportation (notarized and certified by the licensee/owner/registered company official);<br>B. One (1) Letter Intent from foreign buyer;<br>C. One (1) Purchase Order;<br>D. One (1) Original End-User's Certificate;<br>E. One (1) Approved Authority to Import from the country of destination;<br><br>Additional requirements to comply in support to application:<br><br>F. One (1) Copy of License to Manufacture;<br>G. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application<br>H. Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application<br><br>Other requirements to be submitted upon approval of the permit<br><br>• One (1) Order of Payment (OP) and Special Bank Receipt (SBR)<br><br>**By License Manufacturers (for sample, demonstration, test and evaluation and trade exhibits):**<br><br>A. One (1) Letter request from addressed to C, PHILIPPINE NATIONAL POLICE (PNP) (Thru C, FEO); Duly accomplished application form and undertaking that the applicant will abide by all firearm laws, rules and regulations; (notarized); and List of requested items being applied which will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official);<br>B. One (1) Copy of License to Manufacture;<br>C. One (1) Letter of Intent from the foreign country or an | |

invitation for foreign trade show/exhibit;

Additional requirements to comply in support to application:

D. One (1) Special Power of Attorney (SPA)/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application

E Two (2) government issued IDs with 3 specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application

To be submitted upon approval of the permit

- One (1) Order of Payment (OP) and Special Bank Receipt (SBR)

➢ **DURATION : 24 working days**
(Transactions may require additional time, especially in the processing undertaken by Offices outside POL Section, FLD)

**NOTE:** Processing of Permit to Export for Sample, Demonstration, Test and Evaluation of Firearms not exceeding five (5) per type/model of firearm and ammunition not exceeding 10,000 rounds and Permit to Export for Trade and Exhibit shall be issued at the level of the C, FEO only

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1.1. Evaluates the application if submitted requirements are complete, correct and valid. | None | 2 hourss | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 1.2. Encodes application number for the purpose of monitoring | None | 30 mins | Monitoring PNCO, Permits and Other Licenses (POL) Section |
| | 1.3. Process application and prepare | None | 1 day | Processor, Permits and Other Licenses |

| | | | | |
|---|---|---|---|---|
| | memo/ endorsement letter | | | (POL) Section |
| | 1.4. Checks the completeness of the application and check the prepared memo/ letter | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.5. Counterchecks the prepared permit and edit memo/letter | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | 1.6. Review and check the appropriateness of the action taken and countersigns the memo /letter | None | 2 hourss | Chief, Firearms Licensing Division (FLD) |
| | 1.7. For concurrence | None | 1 hour | Asst. Chief, Firearms Explosives Office (FEO) |
| | 1.8. Sign memo and endorses to D, CSG | None | **1 day, 5 Hrs and 30 mins** | Chief, Firearms Explosives Office (FEO) |
| | 1.9. For concurrence | None | **2 Days** | Chief of Staff, Civil Security Group |
| | 1.10. Recommend approval | None | **1 Day** | Director, Civil Security Group |
| | 1.11. For concurrence | None | **3 Days** | The Chief Directorial Staff (TCDS) |
| | 1.12. For concurrence | None | **3 Days** | The Deputy Chief for Operation |

| | | | | |
|---|---|---|---|---|
| | | | | (TDCO) |
| | 1.13.Approval/Disapproval | None | **4 days** | Chief, Philippine National Police (PHILIPPINE NATIONAL POLICE (PNP)) |
| | 1.14. Receives approved permit | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| | 1.15. Issues order of<br><br>Payment for Permit to Export | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines (LBP) | 2. Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees for permit to export | PhP 100.00<br><br>per permit | 1 hour | Landbank of the Philippines (LBP) Teller |
| 3. Submit original OP and SBR; and Surety Bond Receipt and<br><br>Policy to Chief Clerk, POL Section | 3. Records and reLaw Enforcement Agencies (LEAs)es approved Permit to Export | None | 1 hour | Chief, Permits and Other Licenses (POL) Section |
| | **TOTAL** | Php 100.00<br><br>per permit | **17 Days** | |

## 17. Certificate of Balance

To provide procedures in the issuance of Certificate of Balance.

| | |
|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B))/ Government to Government) GOVERNMENT TO GOVERNMENT (G2G) |
| **Who may avail:** | Manufacturer/Dealer/ARMED FORCES OF THE PHILIPPINES (AFP)/PHILIPPINE NATIONAL POLICE (PNP)/Law Enforcement Agencies (LEAs) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS**<br>A. One (1) Duly accomplished application and List of items to be shipped (Notarized)<br>B. One (1) Copy of License to Deal;<br>C. One (1) Copy of Authority to Import<br>D. One (1) Packing List<br>E. One (1) Report of Balance for Importation signed by the Chief Storage<br>F. One (1) Copy of OP and SBR for SOB;<br>G. One (1) Letter request address to C, EEMD with receipt of payment for the issuance of PTT<br>**To be submitted prior the reLaw Enforcement Agencies (LEAs)e of the COB**<br><br>One (1) Airway Bill/Landing Bill indicating the arrival of items from abroad | |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submits application and with complete documentary requirements to POL | 1.1 Evaluate the application if submitted requirements are complete, authentic and valid | P30.00/ LTO<br><br>authentication | 1 hour and 30 mins | Briefer/Receiver, Permits and Other Licenses (POL) Section |

| | | | | |
|---|---|---|---|---|
| Section, FLD, FEO | | | | |
| | 1.2 Issue Order of Payment for COB | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines | 2. Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees | Varies from items imported | 1 hour | Landbank of the Philippines (LBP) Teller |
| 3. Submits application together with original OP and SBR | 3.1. Process application and prepare memo for endorsement | None | 1 day and 4 hrs | Processor, Permits and Other Licenses (POL) Section |
| | 3.2. Check the completeness of the application and check the prepared memo | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 3.3. Review the prepared COB and edit memo | None | 1 day | Chief, Permits and Other Licenses (POL) Section |
| | 3.4. Recommend approval | None | 1 hour | Chief, Firearms Licensing Division (FLD) |
| | 3.5. For | None | 1 hour | Asst. Chief, Firearms |

| | | | | |
|---|---|---|---|---|
| | concurrence | | | Explosives Office (FEO) |
| | 3.6. Approval /Disapproval | None | 1 day | Chief, Firearms Explosives Office (FEO) |
| | 3.7. Transmit approved COB to POL Section | None | 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 3.8. Receive approved Certificate | None | 30 mins | Receiver, Permits and Other Licenses (POL) Section |
| | 3.9. Records and reLaw Enforcement Agencies (LEAs)es approved Certificate of Balance to applicant | None | 30 mins | Chief Clerk, Permits and Other Licenses (POL) Section |
| | **TOTAL** | **P30.00** | **4 days,3 hours and 30 minutes** | |

**MATRIX/ TABLE OF FEES FOR CERTIFICATE OF BALANCE**

| ITEMS TO BE IMPORTED | FEES |
|---|---|
| Firearms | **Php 15.00 per unit** |
| Firearm Major Parts | **Php 6.00 per pc** |
| Firearm Minor Parts | **Php 1.00 per pc** |
| Accessories | **Php 1.00 per pc** |

| | |
|---|---|
| Primers | **Php 0.01 per pc** |
| Shell | **Php 0.02 per pc** |
| Bullet Heads | **Php 0.02 per pc** |
| Airsoft/Airgun | **Php 5.00 per unit** |
| Bullet Proof Vests/Vestment | **Php 200.00 per unit** |
| Reloading Machine | **Php 500.00 per unit** |

## 18. Registration of Bullet Proof Vest/Vestment

To provide procedures in the issuance of Registration of Bullet Proof Vest/Vestment.

| | | | | |
|---|---|---|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B))/ Government to Government (GOVERNMENT TO GOVERNMENT (G2G)) | | | |
| **Who may avail:** | | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** |
| **DOCUMENTARY REQUIREMENTS**<br>A. One (1) Letter request address to C, FEO | | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit application and with complete documentary requirements to POL | 1.1. Evaluate the application if submitted requirements are complete, authentic and valid | None | 2 hours | Briefer/Receiver, Permits and Other Licenses (POL) Section |

| | | | | |
|---|---|---|---|---|
| Section, FLD, FEO | | | | |
| | 1.2. Process application and prepare memo for endorsement | None | 1 day | Processor, Permits and Other Licenses (POL) Section |
| | 1.3. Check the completeness of the application and check the prepared memo | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 1.4. Review the prepared Registration and edit memo | None | 1 day | Chief, Permits and Other Licenses (POL) Section |
| | 1.5. Recommend approval | None | 1 hour | Chief, Firearms Licensing Division (FLD) |
| | 1.6 For concurrence | None | 1 hour | Assistant Chief, Firearms Explosives Office (FEO) |
| | 1.7.Approval/ Disapproval | None | 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 1.8. Transmit approved Registration to POL | None | 15 mins | Liaison, Chief, Firearms |

| | | | | |
|---|---|---|---|---|
| | Sec | | | Explosives Office (FEO) |
| | 1.9. Receive approved<br><br>Registration | None | 15 mins | Receiver, Permits and Other Licenses (POL) Section |
| | 1.10. Issue Order of Payment for Registered Bullet<br><br>Proof Vest/Vestment | None | 30 mins | Chief, Permits and Other Licenses (POL) Section |
| 2. Pays the necessary fees for License to Manufacture at the Land Bank of the Philippines (LBP) | 2. Issues Special Bank Receipt (SBR) to applicant after payment of the corresponding fees Registered Bullet<br><br>Proof Vest/Vestment | Php 960.00/pc | 1 hour | Landbank of the Philippines (LBP) Teller |
| 3. Submits original OP and SBR to Chief Clerk, POL Section | 3. Records and reLaw Enforcement Agencies (LEAs)es approved Registration | None | 30 mins | Chief Clerk, Permits and Other Licenses (POL) Section |
| | **TOTAL** | Php 960.00/pc | **3 days** | |

## 19. SEC Endorsement

To provide procedures in the issuance of SEC Endorsement.

| | |
|---|---|
| **Office or Division:** | **Permits and Other Licenses (POL) Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B)) /Government to Government (GOVERNMENT TO GOVERNMENT (G2G)) |
| **Who may avail:** | |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| ➢ **DOCUMENTARY REQUIREMENTS**<br>• One (1) Letter request address to C, FEO | |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BEPAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1.1 Submit application and with complete documentary requirements to POL Section, FLD, FEO | 1. Evaluate the application if submitted requirements are complete, authentic and valid | None | 1 hour and 30 mins | Briefer/Receiver, Permits and Other Licenses (POL) Section |
| | 2. Process application<br>and 1st Endorsement to | None | 1 and 3 hrs | Processor, Permits and Other Licenses (POL) Section |

| | | | | |
|---|---|---|---|---|
| | SEC | | | |
| | 3. Check the completeness of the application and check the prepared endorsement | None | 1 hour | Chief Clerk, Permits and Other Licenses (POL) Section |
| | 4. Review the prepared endorsement and edit memo | None | 1 day | Chief, Permits and Other Licenses (POL) |
| | 5. Recommend approval | None | 30 mins | Chief, Firearms Licensing Division (FLD) |
| | 6. For concurrence | None | 15 mins | Asst. Chief, Firearms Explosives Office (FEO) |
| | 7.Approval/Disapproval | None | 30 mins | Chief, Firearms Explosives Office (FEO) |
| | 8. Transmit approved<br>Endorsement | None | 15 mins | Liaison, Chief, Firearms Explosives Office (FEO) |
| | Receive approved Endorsement | None | 30 mins | Receiver, Permits and Other Licenses (POL) Section |
| | 9. Records and reLaw Enforcement Agencies (LEAs)es approved Endorsement | None | 30 mins | Chief, Permits and Other Licenses (POL) |
| | **TOTAL** | **None** | **3 days** | |

## 20. Printing ID for License to Own and Possess Firearms (LTOPF)

The ID Printed Card for License to Own and Possess Firearms refers to a written authority to own and possess a firearm or firearms and ammunition granted by the Chief, Philippine National Police (C, PHILIPPINE NATIONAL POLICE (PNP)) through the Chief, FEO to a citizen or a juridical entity in accordance with the Revised Implementing Rules and Regulations of Republic Act 10591.

| | |
|---|---|
| **Office or Division:** | **Computer Section, Firearms Licensing Division (FLD), Firearms Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Citizen (GOVERNMENT TO CITIZEN (G2C)) |
| **Who May Avail:** | Licensed citizen |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) ONCOLL SLIP payment (original and photocopy) | Reference Number sent thru their user account to be use in payment to Landbank |
| B. One (1) Photocopy Certificate of LTOPF/ Firearms Registration | Individual licensee can print their Certificates thru online account |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submission of Required documents | 1.1.a Print firearm registration card (walk-in at One Stop Shop Building/ Regional Civil Security Unit) | None | 1 hour | ID Card Printing Operator, One Stop Shop Building / Regional Civil Security Unit/ Satellite Office SM Mall of Asia/ ReLaw Enforcement Agencies (LEAs)ing Clerk, Computer Section |

| | | | | |
|---|---|---|---|---|
| | 1.2.b. Receive transmittal/endorsement letter for printing (Stakeholders)<br><br>prior to the approval of Chief, Computer Section, Firearms Licensing Division (FLD) | None | 2 hours and 30 minutes | Receiving Personnel, Computer Section |
| | 1.3. Printing of card | None | 1 day | ID Card Printing Operator, Computer Section |
| 2. Claiming of Printed Card | 2.1. ReLaw Enforcement Agencies (LEAs)e Printed Card | None | 1 hour | ID Card Printing Operator, One Stop Shop Building / Regional Civil Security Unit/ Satellite Office SM Mall of Asia/ ReLaw Enforcement Agencies (LEAs)ing Clerk, Computer Section |
| | **TOTAL** | None | **1 day, 4 hours & 30 minutes** | |

## 21. Printing ID for Firearms Registration (FR) – Individual

A licenses citizen shall register his/her firearm/s with the FEO in accordance with the provisions of Republic Act 10591 and its Revised Implementing Rules and Regulation.

| | |
|---|---|
| **Office or Division:** | **Computer Section, Firearms Licensing Division (FLD)** |
| **Classification:** | Simple |
| **Type of Transaction:** | Government to Civilian (GOVERNMENT TO CITIZEN (G2C)) |

| | |
|---|---|
| **Who May Avail:** | Licensed citizen |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) original and photocopy ONCOLL SLIP payment | Reference Number sent thru their user account to be use in payment to Landbank of the Philippines |
| B. One (1) Photocopy Certificate of LTOPF/ Firearms Registration | Individual licensee can print their Certificates thru online Account |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submission of Required documents | 1.1.a Print firearm registration card (walk-in at One Stop Shop Building/ Regional Civil Security Unit) | None | 1 hour | ID Card Printing Operator, One Stop Shop Building / Regional Civil Security Unit/ Satellite Office SM Mall of Asia/ ReLaw Enforcement Agencies (LEAs)ing Clerk, Computer Section |
| | 1.2.b. Receive transmittal/endorsement letter for printing (Stakeholders)<br>prior to the approval of Chief, Computer Section, FLD | None | 2 hours and 30 minutes | Receiving Personnel, Computer Section |
| | 1.3. Printing of card | None | 1 day | ID Card Printing Operator, Computer Section |
| 2. Claiming of Printed | 2.1. ReLaw Enforcement Agencies | None | 1 hour | ID Card Printing Operator, One Stop Shop |

| | | | | |
|---|---|---|---|---|
| Card | (LEAs)e Printed Card | | | Building / Regional Civil Security Unit/ Satellite Office SM Mall of Asia/ ReLaw Enforcement Agencies (LEAs)ing Clerk, Computer Section |
| | **TOTAL** | **None** | **1 day, 4 hours & 30 minutes** | |

## 22. Alteration and Correction of Record Entry - Individual

Licensee will fill-up an Action Request Slip at Computer Section, Firearms and Licensing Division (FLD) based on their request in accordance with the provisions of Republic Act 10591 and its Revised Implementing Rules and Regulation.

| | |
|---|---|
| **Office or Division:** | **Firearms Licensing Division (FLD), Firearms and Licensing Division (FLD)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Citizen (GOVERNMENT TO CITIZEN (G2C))/ Government to Business (GOVERNMENT TO BUSINESS (G2B)) |
| **Who May Avail:** | Licensed Citizen |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **ONLINE ACCOUNT CORRECTIONS** | |
| **Walk-In Licensee:**<br><br>A. One (1) Action Request Slip for IT Concerns<br><br>B. One (1) Photocopy of Valid Government ID with signature of the applicant | Records & IT Section<br><br>Licensee |

| | |
|---|---|
| **Firearm Dealers:**<br><br>A. One (1) Original Copy of Request Letter/Endorsement<br><br>**Regional Civil Security Unit (RCSU):**<br><br>A. Memorandum Endorsement addressed to Chief, Records & IT Section | Licensed Dealers<br><br>Regional Civil Security Unit (RCSU) |
| **FOR CHANGE QUALIFICATION** | |
| **for Professionals**<br><br>- Income Tax Return (ITR) for the preceding year indicating income profession<br><br>**for Businessman**<br><br>- Business Permit; or<br><br>- Department of Trade of Industry (DTI); or<br>- Security and Exchange Commission (SEC); or<br><br>**for Private Employees**<br><br>- Notarized Certificate of Employment, with latest Payslip; or<br><br>**for Government Employees**<br><br>- CSC Attested Appointment/Plantilla; or<br><br>**for LEA's (Active Army/PHILIPPINE NATIONAL POLICE (PNP)**) | Revenue District Office (RDO) – Client Support Section (CSS), Bureau of Internal Revenue<br><br>Business Permit and Licensing Office Municipal/City Hall<br><br>Department of Trade of Industry-Online: https://bnrs.dti.gov.ph/resources/registration<br><br>Security and Exchange Commission<br><br>Private companies where applicant works<br><br>CSC Field Office/ Library, Archives, and Museum Division (LAMD), Integrated Records Management Office (IRMO)-Civil Service Commission |

| | |
|---|---|
| - Certificate of Duty Status: or<br><br>**for Retired LEA's**<br><br>- Retirement Order; or<br><br>**for Elected Government Officials**<br><br>- Oath of Office; or<br><br>**for Others**<br><br>- Bank Certificate of Deposit or Statement of Account proving existence of the account for the last six months prior to the filing of written application; or<br>- Barangay Certification of Gainful Work or Occupation; or<br>- Land Title and/or proof of payment of real property tax; or Certificate of Pension for retired applicant. | Admin Office/Unit where the applicant is assigned<br><br>Admin Office/Unit where the applicant retired from<br><br>Local Government Units (LGUs)/Executive Departments<br><br>Banking Institution<br><br>Barangay Office<br><br>Registry of Deeds-Local Government Unit (LGUs) |
| **FOR CORRECTION OF DATE OF BIRTH** | |
| A. One (1) Photocopy Birth Certificate with attached payment receipt | Philippine Statistics Authority (PSA) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit documentary requirements | 1.1 Receive requirements based on their request item for alteration or correction of data entry | None | 1 hour | Receiving Clerk, Records & IT Section |

| | | | | |
|---|---|---|---|---|
| (Advises Applicant to monitor their request for data correction thru their online account) | 1.2 Upon approval, encode necessary correction based on the requests | None | 4 days | IT Personnel, Records & IT Section |
| | **TOTAL** | **None** | **4 days and 1 hour** | |

## 23. Alteration and Correction of Record Entry – Juridical Entities

Licensee will apply for correction of data at Juridical Section and subsequently endorses to Computer Section based on their request in accordance with the provisions of Republic Act 10591 and its Revised Implementing Rules and Regulation.

| | |
|---|---|
| **Office or Division:** | **Firearms Licensing Division (FLD)** |
| **Classification:** | Complex |
| **Type of Transaction:** | Government to Business (GOVERNMENT TO BUSINESS (G2B)) |
| **Who May Avail:** | Licensed Juridical Entity |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Memorandum Endorsement | Juridical Section, Firearms Licensing Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submission of Endorsement from Juridical Section<br><br>(Advises Applicant to monitor their request for data correction thru | 1.1 Receive endorse ment | None | 1 hour | Receiving Clerk, Computer Section |
| | 1.2 Upon approval, encode | None | 4 days | IT, Computer Section |

| | | | | |
|---|---|---|---|---|
| their online account) | necessary correction based on the requests | | | |
| | **TOTAL** | **None** | **4 days and 1 hour** | |

## EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION (EEMD)

### 1. Permit to Transport Firearms for Individual (Licensed Citizen)

A written authority issued to a licensed citizen or entity by the Chief, Philippine National Police or by a Philippine National Police Regional Director which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Licensed Citizen |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of License to Own and Possess Firearms (LTOPF); | Applicant |
| C. One (1) Photocopy of Certificate of Firearm/s Registration; and | Applicant |
| D. One (1) Original Copy of Special Bank Receipt (SBR) or Online Proof of Payment (LinkBiz): PHP 200.00 (One-way) PHP 400.00 (Vice-versa) | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 200.00 (One-way) PHP 400.00 (Vice-versa) | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Window, 1st Floor, Firearms and Explosives Office (FEO) Building and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to | None | 30 minutes | Chief, Special Concerns |

| | | | | |
|---|---|---|---|---|
| Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | | | Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 200.00 (One-way) PHP 400.00 (Vice-versa)** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 2. Permit to Transport Firearms for Licensed Sports Shooter (Local Competition)

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Licensed Sports Shooter (Local Competition) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of License to Own and Possess Firearms (LTOPF); | Applicant |
| C. One (1) Photocopy of Certificate of Firearm/s Registration; and | Applicant |
| D. One (1) Original Copy of Special Bank Receipt (SBR): PHP 1,500.00. | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 1,500.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Firearms and Explosives Office (FEO) Building and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the Special Bank Receipt (SBR) to Receiver/ Evaluator, Special Concerns Section (SCS), Education | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to AC, Education and Enforcement Management | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | | | Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 1,500.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

### 3. Permit to Transport Firearms for Licensed Local Sports Shooter (Going Outside the Country)

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Licensed Sports Shooter (Going Outside the Country) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) photocopy of License to Own and Possess Firearms (LTOPF); | Applicant |
| C. One (1) Photocopy of Certificate of Firearm Registration | Applicant |
| D. One (1) photocopy of Invitation from Sport Shooting Competition's Host; and | Applicant/Sport Shooting Competition Host |
| E. One (1) Original Copy of Special Bank Receipt (SBR): PHP 1,500.00. | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 1,500.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Building and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | | | | Division (EEMD) |
| | 3.2 Counter check and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, assign date of transport, dry seal and release Permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement |

| | | | | |
|---|---|---|---|---|
| | | | | Management Division (EEMD) |
| | **TOTAL** | **PHP 1,500.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

**4. Permit to Transport Firearms for Licensed Foreign Sports Shooters (Entering the Country)**

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Licensed Foreign Sports Shooters (Entering the Country) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Firearm License from Country of Origin; | Applicant |
| C. One (1) Photocopy of Passport; | Applicant |
| D. One (1) Photocopy of Invitation from Sports Shooting Competition's Host; and | Applicant/Sport Shooting Competition Host |
| E. One (1) Original Copy of Special Bank Receipt (SBR): PHP 1,500.00. | Land Bank of the Philippines (LBP) |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Secure Order of | 1. Issue the Order of Payment to be | PHP 1,500.00 | 10 minutes | Receiver/ Evaluator, |

| | | | | |
|---|---|---|---|---|
| Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Building and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | paid at Land Bank of the Philippines (LBP) | | | Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Building | | | | |
| 3. Submit the Special Bank Receipt (SBR) to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Building | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, EEMD |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, EEMD |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |

| | | | | |
|---|---|---|---|---|
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 1,500.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 5. Permit to Transport Firearms for Foreign Diplomats/Dignitaries or their Security Forces

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | Foreign Diplomats/Dignitaries or their Security Forces |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of Letter Endorsement from the Department of Foreign Affairs (DFA); | Applicant/Department of Foreign Affairs (DFA) |
| B. One (1) Photocopy of Endorsement from Foreign Liaison Division (FLD), Directorate for Intelligence (DI); and | Applicant/Directorate for Intelligence (DI) |
| C. One (1) Photocopy of List of Personnel, their Firearm/s and Ammunition. | Applicant |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit the required documents to Receiver/ | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) | None | 30 minutes | Receiver/ Evaluator, Special Concerns |

| | | | | |
|---|---|---|---|---|
| Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | of submitted documents, record and assign control number | | | Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.2 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.3 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.4 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 1.5 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 1.6 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 1.7 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 1.8 Return Application to Liaison, Education and Enforcement Management | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |

| | | | | |
|---|---|---|---|---|
| | Division (EEMD) | | | |
| 2. Claim Permit | 2. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **2 days and 55 minutes (Total Activity Time)** | |

## 6. Permit to Transport Firearms for Gov't Entities: National Government Agencies (NGAs)/Law Enforcement Agencies (LEAs)/Local Government Units (LGUs)/Government Owned and Controlled Corporations (GOCCs)

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | National Government Agencies (NGAs)/Law Enforcement Agencies (LEAs)/Local Government Units (LGUs)/Government Owned and Controlled Corporations (GOCCs) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of Letter Request addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Long Certificate of Registration; and | Applicant |
| C. One (1) Photocopy of Valid ID of Authorized Representative. | Applicant |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit | 1.1 Evaluate/Check | None | 30 minutes | Receiver/ |

| | | | | |
|---|---|---|---|---|
| the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | | | Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.2 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.3 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.4 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 1.5 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 1.6 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 1.7 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 1.8 Return Application to | None | 10 minutes | Action PNCO, Office of the |

| | | | | |
|---|---|---|---|---|
| | Liaison, Education and Enforcement Management Division (EEMD) | | | Chief, Firearms and Explosives Office (FEO) |
| 2. Claim Permit | 2. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **2 days and 55 minutes (Total Activity Time)** | |

## 7. Permit to Transport Firearms for Private Entities: Private Security Agencies (PSAs)

A written authority issued to a Private Security Agency by the CPNP which entitles such person or entity to transport a particular firearm/s from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Security Agencies (PSAs) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Authenticated Copy of License to Operate from Supervisory Office for Security and Investigation Agencies (SOSIA); | Applicant/ Supervisory Office for Security and Investigation Agencies (SOSIA) |
| C. One (1) Photocopy of Certificate of Long Regular Registration (LRR); | Applicant |
| D. One (1) Photocopy of Board Resolution for Authorized Representative; | Applicant/Private Security Agency (PSA) |

| | | | | |
|---|---|---|---|---|
| E. One (1) Photocopy of Valid ID of Authorized Representative; | | Applicant/Private Security Agency (PSA) | | |
| F. One (1) Photocopy of License to Own and Possess Firearms (LTOPF) under the name of the Agency; and | | Applicant/Private Security Agency (PSA) | | |
| G. One (1) Original Copy of Special Bank Receipt: PHP 200.00. | | Land Bank of the Philippines (LBP) | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 200.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), |

| | | | | |
|---|---|---|---|---|
| Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | of submitted documents, record and assign control number | | | Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | (FEO) | | | |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) Place dry seal, assign date of transport, record and release permit | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 200.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 8. Permit to Transport Firearms for Private Entities: Licensed Dealer/Manufacturer (Local Transport)

A written authority issued to a licensed citizen or entity by the CPNP or by a PNP Regional Director (RD) which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Entities: Licensed Dealer/Manufacturer (Local Transport) |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| | |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Authenticated Copy of License to Deal/Manufacture; | Applicant/Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO) |
| C. One (1) Photocopy of Board Resolution for Authorized Representative; | Applicant/Company |
| D. One (1) Photocopy of Valid ID of Authorized Representative; and | Applicant/Company |
| E. One (1) Original Copy of Special Bank Receipt: PHP 200.00. | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS)-Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 200.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| (LBP) Online Platform (LinkBiz) | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 200.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 9. Permit to Transport Firearms for Private Entities: Licensed Dealer/ Manufacturer (Import/Export)

A written authority issued to a licensed citizen or entity by the CPNP which entitles such person or entity to transport a particular firearm from and to a specific location, within the duration and purpose in the authority

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private Entities: Licensed Dealer/Manufacturer |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| A. One (1) Original Copy of Letter | Applicant |

| | |
|---|---|
| Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | |
| B. One (1) Authenticated Copy of License to Deal/Manufacture; | Applicant/Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO) |
| C. One (1) Original of Permit/Authority to Import/Export; and | Applicant/Firearms Licensing Division (FLD), Firearms and Explosives Office (FEO) |
| D. One (1) Original Copy of Special Bank Receipt: PHP 200.00. | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP) or via Land Bank of the Philippines (LBP) Online Platform (LinkBiz) | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 200.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required | 2.1 Evaluate/Check the Completeness, | None | 30 minutes | Receiver/ Evaluator, Special |

| | | | | |
|---|---|---|---|---|
| documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | Validity, and Correctness (CVC) of submitted documents, record and assign control number | | | Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the Special Bank Receipt (SBR) to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, assign date of transport, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 200.00** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 10. Conduct Sports Shooting Competition (Level 1, 2 & 3)

A recreation, defensive, precision or practical firearm shooting tournament duly authorized by the Firearms and Explosives Office (FEO).

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|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Recognized/Registered Gun Clubs |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from President of Host Gun Club addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Valid Gun Club Registration; | Applicant |
| C. One (1) Photocopy of Valid | Applicant |

| | |
|---|---|
| Shooting Range Accreditation; | |
| D. One (1) Photocopy of Endorsement from Provincial/City Director and Chief, Regional Civil Security Unit (RCSU); | Applicant/Police Provincial Office (PPO)/City Police Office (CPO)/Regional Civil Security Unit (RCSU) |
| E. One (1) Copy of Courses of Fire (Colored); | Applicant |
| F. One (1) Photocopy of Endorsement from Philippine Practical Shooting Association (PPSA)/International Practical Shooting Confederation (IPSC)/ International Defensive Pistol Association (IDPA)/Philippine Shooters and Match Officers Confederation, Inc. (PSMOC); and | Applicant/Philippine Practical Shooting Association (PPSA)/International Practical Shooting Confederation (IPSC)/International Defensive Pistol Association (IDPA)/Philippine Shooters and Match Officers Confederation, Inc. (PSMOC) |
| G. One (1) Original Copy of Special Bank Receipt:<br>Level I-II: PHP 1,200.00<br>Level III: PHP 2,400.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 1,200.00 (level I-II) & PHP 2,400.00 (level III) | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Philippines (LBP), One-Stop-Shop Bldg. | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the Special Bank Receipt (SBR) to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Place dry seal, scan, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 1,200.00 (level I-II) & PHP 2,400.00 (level III)** | **2 days, 1 hour and 5 minutes (Total Activity Time)** | |

## 11. Authority for Gun Club to Conduct Gun Safety & Responsible Gun Ownership Seminar (GSRGOS)

A seminar administered by a FEO, PNP accredited gun safety instructor and authorized gun club for an individual who seeks to secure a License to Own and Possess a Firearm or renew the same, composed of lecture and practical examination and when passed, culminates with the conferment of a Gun Safety and Responsible Gun Ownership Seminar Certificate duly signed by the PNP accredited gun safety instructor and authorized gun club representative, validated by C, EEMD, FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |

| | |
|---|---|
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Registered Gun Clubs |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from Gun Club President addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Original Copy of Endorsement from Regional Civil Security Unit (RCSU); | Applicant/Regional Civil Security Unit (RCSU) |
| C. One (1) Photocopy of Certificate of Gun Club registration and Shooting Range accreditation; | Applicant |
| D. One (1) Photocopy of Latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/National Range Officers Institute (NROI) Range Officer; | Applicant |
| E. One (1) Photocopy of Issued Identification Card for Re-Oriented Accredited Gun Safety Lecturer; and | Applicant |
| F. One (1) Photocopy of Previous Gun Safety and Responsible Gun Ownership Seminar (GSRGOS) (Renewal) | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.2 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.3 Counter check | None | 30 minutes | Chief, Special |

| | | | | |
|---|---|---|---|---|
| Firearms and Explosives Office (FEO) Bldg. | and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | | | Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 1.4 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 1.5 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 1.6 Concur/Non-Concur | None | 5 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 1.7 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 1.8 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 2. Claim Permit | 4. Place dry seal, scan, record and release permit | None | 15 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **2 days and 55 minutes (Total Activity Time)** | |

## 12. Gun Club Registration

An organization with at least fifteen (15) licensed citizens as members, duly registered with and authorized by the Firearms and Explosives Office (FEO) which is established for the purpose of propagating gun safety and responsible gun ownership, proper appreciation and use of firearms by its members, for the purpose of sports and shooting competition, self-defense and collection purposes.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Gun Clubs |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **New/Amendment**<br>A. One (1) Original Copy of Letter Request from Gun Club President addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Copy of Securities and Exchange Commission (SEC) Registration & Articles of Photocopy Incorporation & By-Laws for Corporation; | Applicant/Securities and Exchange Commission (SEC) |
| C. One (1) Original Copy of Security Survey and Inspection Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); | Applicant/City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS) |
| D. One (1) Original Copy of Inspection Report from Regional Civil Security Unit (RCSU) for Regional/Provincial or Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) for NCR; | Applicant/Regional Civil Security Unit (RCSU)/ Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| E. One (1) photocopy of Duly Notarized Memorandum of Agreement executed by both parties (Gun Club & rightful owner of the lot where the shooting range is situated); | Applicant/Shooting Range Owner |

| | |
|---|---|
| F. One (1) photocopy of Complete list of members indicating their full name, address and firearms data; | Applicant/Gun Club Members |
| G. One (1) photocopy of License to Own and Possess Firearms (LTOPF) & Certificate of Firearm Registration of Gun Club members; | Applicant/Gun Club Members |
| H. One (1) Colored Copy of Location Plan/Map of Gun Club and Shooting Range and Land Title/Lease Contract; | Applicant |
| I. One (1) photocopy of updated Certificate of Accreditation of Shooting Range; | Applicant |
| J. One (1) Colored Copy of Photos of Gun Club Office with captions showing adequate toilet facilities for both sexes; | Applicant |
| K. One (1) Colored Copy of Photos of loading/Unloading Area or Safety Area and Gun Safety Rules Posted at the Range; | Applicant |
| L. One (1) Colored Copy of Photos of Burglar & Fireproof Armory Vault; | Applicant |
| M. One (1) Photocopy of Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| N. One (1) Photocopy of latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/National Range Officers Institute (NROI) Range Officer; and | Applicant |
| O. One (1) Original Copy of Special Bank Receipt: PHP 3,000.00<br>Member's Fee: PHP 100.00 per member. | Land Bank of the Philippines (LBP) |
| **Renewal**<br>A. One (1) Original Copy of Letter Request from Gun Club President addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement | Applicant |

| | |
|---|---|
| Management Division (EEMD); | |
| B. One (1) Photocopy of Inspection Report of Shooting Range and Gun Club (to be conducted by Firearms and Explosives Office (FEO) personnel or Regional Civil Security Unit (RCSU); | Applicant/Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD)/Regional Civil Security Unit (RCSU) |
| C. One (1) Photocopy of Memorandum of Agreement (MOA) executed by both parties Gun Club and rightful owner of the lot where the Shooting Range is located; | Applicant<br><br>Assistant Chief |
| D. One (1) Photocopy of updated Certificate of Accreditation of Shooting Range; | Applicant |
| E. One (1) Photocopy of the previously issued Gun Club's Certificate of Registration; | Applicant |
| F. One (1) Original Copy of Monthly Report (One Year Period); | Applicant |
| G. One (1) Photocopy of Complete List of Members (indicating their full names, addresses & firearms data); | Applicant |
| H. One (1) Photocopy of latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer; and | Applicant |
| I. One (1) Original Copy of Special Bank Receipt – PHP 3,000.00<br>Member's Fee: PHP 100.00 per member | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the required documents to Receiver/ Evaluator, Special Concerns Section | 1.1 Received and Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | | | | Division (EEMD) |
| 2. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 2. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 3,000.00 and PHP 100.00 for each member | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the Special Bank Receipt to Receiver/ Evaluator, Special Concerns Section | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.2 Countercheck and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 1.6 Concur/Non-Concur | None | 4 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP** | **4 days** | |

| | | | | |
|---|---|---|---|---|
| | | **3,000.00 and PHP 100.00 for each member** | **(Total Activity Time)** | |

## 13. Shooting Range Accreditation (New/Amendment)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

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|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private/Business Entity |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from Owner for Privately Owned or President for Business/Commercial addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Securities and Exchange Commission (SEC) Registration & Articles of Incorporation & By- Laws for Corporation; | Applicant/Securities and Exchange Commission (SEC) |
| C. One (1) photocopy of CDA/DTI Registration for Cooperative/Single Proprietorship; | Applicant/DTI |
| D. One (1) photocopy of Security Survey and Inspection Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); | Applicant/City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS) |
| E. One (1) photocopy of Inspection Report from | Applicant/Regional Civil Security Unit (RCSU)/ Inspection and Enforcement (I & E) Section, |

| | |
|---|---|
| Regional Civil Security Unit (RCSU) for Regional/Provincial or Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) for National Capital Region (NCR); | Education and Enforcement Management Division (EEMD) |
| F. One (1) photocopy of Endorsement from Provincial Director (PD)/City Director (CD) or Regional Civil Security Unit (RCSU); | Applicant/ Provincial Director (PD)/City Director (CD)/Regional Civil Security Unit (RCSU) |
| G. One (1) photocopy of Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| H. One (1) photocopy of Shooting Range location Plan/Map and Land title/Contract of Lease; | Applicant |
| I. One (1) photocopy of Certificate of FA Registration under the Name of the Shooting Range; | Applicant |
| J. One (1) photocopy of Latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/NROI Range Officer; | Applicant |
| K. One (1) Copy of Photos of Office and Shooting Range with captions (toilet facilities for both sexes, First-Aid-Kits, Registry Book for all admission into shooting range & Gun Club Identification & Guest Cards) (Colored); | Applicant |
| L. One (1) Copy of Photos of loading/unloading area or safety area and Gun Safety Rules Posted at the Range (Colored); | Applicant |
| M. One (1) Copy of Photos of Burglar/Fireproof Armory Vault and lecture room (Colored); and | Applicant |
| N. One (1) Original Copy of Special Bank Receipt:<br>Private: PHP 5,000.00<br>Commercial: PHP 10,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | Private: PHP 5,000.00 Commercial: PHP 10,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Bldg. | | | | |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to Assistant Chief, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Assistant Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Assistant Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) 3.8 | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |

| | | | | |
|---|---|---|---|---|
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **Private: PHP 5,000.00 Commercial: PHP 10,000.00** | **4 days (Total Activity Time)** | |

## 14. Shooting Range Accreditation (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Private/Business Entity |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from Owner for Privately Owned or President for Business/Commercial addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Security Survey Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); | Applicant/CPO/CPS/MPS |
| C. One (1) Photocopy of Mayor's/Business Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| D. One (1) Photocopy of | Applicant/RCSU/I&E, Education and Enforcement |

| | |
|---|---|
| Inspection Report from RCSU for Regional/Provincial or I&E Section, EEMD for NCR; | Management Division (EEMD) |
| E. One (1) Photocopy of the previously issued Shooting Range Certificate of Accreditation; | Applicant |
| F. One (1) Photocopy of Certificate of FA Registration under the Name of the Shooting Range; | Applicant |
| G. One (1) Original Copy of Monthly Accomplishment Report; | Applicant |
| H. One (1) Photocopy of Latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/NROI Range Officer; and | Applicant |
| I. One (1) Original Copy of Special Bank Receipt – PHP 3,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 3,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix | None | 4 hours | Chief, Education |

| | | | | |
|---|---|---|---|---|
| | countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | | | and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 3,000.00** | **4 days (Total Activity Time)** | |

## 15. Shooting Range Accreditation for Government-Owned/Operated (New)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members, duly registered with or accredited in good standing by the FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | Government-Owned/Operated Shooting Range |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| | |
|---|---|
| A. One (1) Original Copy of Letter Request from Government agency/entity addressed to Chief, FEO (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Security Survey and Inspection Report from Regional/Provincial/City Police Office (PRO/PPO/CPO); | Applicant/PRO/PPO/CPO |
| C. One (1) photocopy of Inspection Report of Shooting Range (conducted by Firearms and Explosives Office (FEO) Personnel or Regional/Provincial); | Applicant/I&E, Education and Enforcement Management Division (EEMD)/PRO/PPO |
| D. One (1) Copy of Photos of Shooting Range with captions (toilet facilities for both sexes, First-Aid-Kits, Registry Book for all admission into shooting range & Gun Club Identification & Guest Cards) (Colored); | Applicant |
| E. One (1) Copy of Photos of loading/unloading area and Gun Safety Rules posted at the Range (Colored); | Applicant |
| F. One (1) Copy of Location Map of Shooting Range w/ Land Title/ Lease/Contract Memorandum (Colored); | Applicant |
| G. One (1) photocopy of Certificate of Attendance at Firearms and Explosives Office (FEO) accredited Instructors or Range Safety Officers; and | Applicant |
| H. One (1) Original Copy of Special Bank Receipt – PHP 5,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 5,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | | | | Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 5,000.00** | **4 days (Total Activity Time)** | |

## 16. Shooting Range Accreditation for Government-Owned/Operated (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing, as well as for sports competition shooting either for the exclusive use of its members or open to the general public, duly registered with or accredited in good standing by the FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | Government-Owned/Operated Shooting Range |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from Government agency/entity addressed to Chief, FEO (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of previous Certificate of Accreditation of Shooting Range; | Applicant |
| C. One (1) Photocopy of Inspection Report of Shooting Range (conducted by Firearms and Explosives Office (FEO) Personnel or Regional/Provincial); | Applicant/I&E, Education and Enforcement Management Division (EEMD)/PRO/PPO |
| D. One (1) Colored Copy of Photos of Shooting Range with captions; | Applicant |
| E. One (1) Photocopy of Certificate of Attendance at Firearms and Explosives Office (FEO) accredited Instructors or Range Safety Officers; | Applicant |
| F. One (1) Colored Copy of Photos of loading/unloading area and Gun Safety Rules posted at the Range; | Applicant |
| G. One (1) Colored Copy of Location Map of Shooting Range w/ Land Title/ Lease/Contract Memorandum; and | Applicant |
| H. One (1) Original Copy of | Land Bank of the Philippines (LBP) |

| | | | | |
|---|---|---|---|---|
| Special Bank Receipt – PHP 1,500.00 | | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 1,500.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| and Explosives Office (FEO) Bldg. | | | | |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives |

| | | | | |
|---|---|---|---|---|
| | Management Division (EEMD) | | | Office (FEO) |
| 4. Claim Permit | 4. Record, assign date of transport, dry seal and release Permit | None | 5 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 1,500.00** | **1 Hour and 40 Minutes (Total Activity Time)** | |

## 17. Shooting Range Accreditation for Colleges/Universities (New)

A facility established for the purpose of firearms training and skills development, firearm testing and for their exclusive use.

| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
|---|---|
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Colleges/Universities |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| A. One (1) Original Copy of Letter Request from School President/University Head addressed to Chief, FEO (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of School Accreditation from CHED or University Charter for State University; | Applicant/Concerned School/University |
| C. One (1) Photocopy of Certificate of FA Registration under the Name of the School/University; | Applicant |
| D. One (1) Photocopy of Securities and Exchange Commission (SEC) Registrations and Articles of Incorporation and By-Laws for Corporation (New/Amendment); | Applicant/Securities and Exchange Commission (SEC) |

| | |
|---|---|
| E. One (1) Photocopy of Security Survey Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); | Applicant/CPO/CPS/MPS |
| F. One (1) Photocopy of Inspection Report from RCSU for Regional/Provincial or I&E Section, EEMD for NCR; | Applicant/RCSU/I&E, Education and Enforcement Management Division (EEMD) |
| G. One (1) Photocopy of Recommendation from Provincial Director (PD)/City Director (CD); | Applicant/PD/CD |
| H. One (1) Photocopy of Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| I. One (1) Photocopy of CDA/DTI Registration for Cooperative/Single Proprietorship; | Applicant/DTI |
| J. One (1) Colored Copy of Photos of Burglar & Fireproof Armory Vault; | Applicant |
| K. One (1) Colored Copy of Photos of Office and Shooting Range with Captions; | Applicant |
| L. One (1) Colored Copy of Photos of loading/unloading area or safety area & the Gun Club Safety Rules posted at the Range; | Applicant |
| M. One (1) Photocopy of Latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/NROI Range Officer; and | Applicant |
| N. One (1) Original Copy of Special Bank Receipt – PHP 5,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 5,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2.1 Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 5,000.00** | **4 days (Total Activity Time)** | |

## 18. Shooting Range Accreditation for Colleges/Universities (Renewal)

A facility established for the purpose of firearms training and skills development, firearm testing and for their exclusive use, duly registered with or accredited in good standing by the FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Colleges/Universities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from School President/University Head addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Security Survey Report from City Police Office (CPO)/City Police Station (CPS)/Municipal Police Station (MPS); | Applicant/CPO/CPS/MPS |
| C. One (1) Photocopy of Recommendation from Provincial Director (PD)/City Director (CD) or RCSU; | Applicant/PD/CD/RCSU |
| One (1) Photocopy of Inspection Report from RCSU for Regional/Provincial or I&E Section, Education and Enforcement Management Division (EEMD) for NCR; | Applicant/RCSU/I&E, Education and Enforcement Management Division (EEMD) |
| D. One (1) Photocopy of Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| E. One (1) Photocopy of previously issued Shooting Range Certificate of Accreditation; | Applicant |
| F. One (1) Photocopy of School Accreditation from CHED or University Charter for State University; | Applicant/Concerned School/University |

| | |
|---|---|
| G. One (1) Photocopy of Certificate of FA Registration under the Name of the School/University; | Applicant |
| H. One (1) Original Copy of Monthly Accomplishment Report; | Applicant |
| I. One (1) Copy of Shooting Range Location Plan/Map (Colored); | Applicant |
| J. One (1) Photocopy of Latest Certificate of Accredited Firearms and Explosives Office (FEO) Range Safety Officer/NROI Range Officer; and | Applicant |
| K. One (1) Original Copy of Special Bank Receipt – PHP 3,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 3,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Bldg. | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, SCS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 3,000.00** | **4 days (Total Activity Time)** | |

## 19. Shooting Range Accreditation for Security Training Centers (New)

A facility established for the purpose of firearms training and skills development of private security personnel.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Security Training Centers |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request from Security Training Center President/Chairman addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Securities and Exchange Commission (SEC) Registration; | Applicant/Securities and Exchange Commission (SEC) |
| C. One (1) Photocopy of Special Laws creating the institution (Gov't-Owned & Controlled Institution) (Executive Order, Republic Act & Articles of Incorporation); | Applicant |
| D. One (1) Photocopy of Articles of Incorporation and Act or Sanggunian Resolution or Private Institution – SEC Registration By-Laws; | Applicant |
| E. One (1) Photocopy of License to Operate (LTO) from SOSIA; | Applicant/SOSIA |
| F. One (1) Photocopy of Certificate of Accreditation from SOSIA; | Applicant/SOSIA |
| G. One (1) Photocopy of License to Operate (LTO) Certificate & Certificate of FA Registration under the name of Shooting Range; | Applicant |
| H. One (1) Photocopy of | Applicant |

| | |
|---|---|
| Contract of Lease/Current Certificate of Ownership; | |
| I. One (1) Photocopy of Security Survey Report from the Regional Director (RD)/Provincial Director (PD)/City Director (CD); | Applicant/RD/PD/CD |
| J. One (1) Photocopy of Recommendation from Regional Director (RD)/District Director (DD), PNP; | Applicant/RD/DD |
| K. One (1) Photocopy of Inspection Report of Shooting Range (conducted by Firearms and Explosives Office (FEO) personnel or RCSU); | Applicant/I&E, Education and Enforcement Management Division (EEMD)/RCSU |
| L. One (1) Photocopy of Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| M. One (1) Photocopy of Shooting Range location Plan/Map and Land Title/Lease Contract; | Applicant |
| N. One (1) Colored Copy of Photos of Shooting Range & facilities with Captions; | Applicant |
| O. One (1) Colored Copy of Photos of unloading/loading area or safety area & the Gun Club Safety Rules posted at the Range; | Applicant |
| P. One (1) Colored Copy of Photo of Burglar & Fireproof Armory Vault; | Applicant |
| Q. One (1) Colored Copy of Photos of lecture room & its structural materials/facilities; | Applicant |
| R. One (1) Photocopy of Certificate of Attendance at Firearms and Explosives Office (FEO) accredited Instructor/s or Range Safety Officer/s; and | Applicant |
| S. One (1) Original Copy of Special Bank Receipt – PHP 10,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 5,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Bldg. | | | | |
| 3. Submit the SBR to Receiver/ Evaluator, SCS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, EEMD if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim | 4. Record, scan, | None | 30 minutes | Releasing |

| | | | | |
|---|---|---|---|---|
| Permit | dry seal and release Permit | | | Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 10,000.00** | **4 days (Total Activity Time)** | |

## 20. Shooting Range Accreditation for Security Training Centers (Renewal)

A facility established for the purpose of firearms training and skills development of private security personnel.

| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
|---|---|
| **Classification:** | Complex |
| **Type of Transaction:** | G2B – Government to Business |
| **Who may avail:** | Security Training Centers |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of Letter Request from Security Training Center President/Chaiman addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Photocopy of Securities and Exchange Commission (SEC) Registration; | Applicant/Securities and Exchange Commission (SEC) |
| C. One (1) Photocopy of Special Laws creating the institution (Gov't-Owned & Controlled Institution) (Executive Order, Republic Act & Articles of Incorporation); | Applicant |
| D. One (1) Photocopy of Articles of Incorporation; | Applicant |
| E. One (1) Photocopy of Mayor's | Applicant/City Hall/Municipal Hall where the |

| | |
|---|---|
| Permit; | business is located |
| F. One (1) Photocopy of Recommendation from Regional Director (RD)/District Director (DD), PNP; | Applicant/RD/DD |
| G. One (1) Photocopy of Security Survey Report from the Regional Director (RD)/Provincial Director (PD)/City Director (CD); | Applicant/RD/PD/CD |
| H. One (1) Photocopy of Inspection Report of Shooting Range (conducted by Firearms and Explosives Office (FEO) personnel or RCSU); | Applicant/I&E, Education and Enforcement Management Division (EEMD)/RCSU |
| I. One (1) Copy of Photos of Burglar & Fireproof Armory Vault (Colored); | Applicant |
| J. One (1) Photocopy of Certificate of Accreditation from SOSIA; | Applicant/SOSIA |
| K. One (1) Photocopy of License to Own and Possess Firearms (LTOPF) Certificate & Certificate of Firearm Registration under the name of Shooting Range; | Applicant |
| L. One (1) Photocopy of Shooting Range location Plan/Map and Land Title/Lease Contract; | Applicant |
| M. One (1) Photocopy of Certificate of Attendance at Firearms and Explosives Office (FEO) accredited Instructor/s or Range Safety Officer/s; and | Applicant |
| N. One (1) Original Copy of Special Bank Receipt – PHP 3,000.00 | Land Bank of the Philippines (LBP) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns Section (SCS), | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 3,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | | | | |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck | None | 1 hour | Chief, Special |

| | | | | |
|---|---|---|---|---|
| Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | | | Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, EEMD | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 3,000.00** | **4 days (Total Activity Time)** | |

## 21. License to Own and Operate Ammunition Reloading Machine

Gun Club/s registered by the FEO or licensed sports shooter/s may purchase or own and operate ammunition reloading machine/s provided that they secure permit to possess the same for the exclusive use of the gun club members and licensed sports shooters.

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|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Licensed Sports Shooters, Juridical Entities, Accredited Gun Clubs with Shooting Ranges, Accredited Shooting Ranges, Law Enforcement Agencies (LEAs), Licensed Manufacturer/Dealer with Permit to Reload Ammunition |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) photocopy of permit to acquire primer and gun powder; | Applicant/SCS, Education and Enforcement Management Division (EEMD) |
| C. One (1) Original Copy of Application Form (Notarized) | Applicant/SCS, Education and Enforcement Management Division (EEMD) |
| D. One (1) photocopy of Proof of Purchase/Official Receipt of Reloader; | Applicant |
| E. One (1) photocopy of valid Gun Club ID/Sports Shooter's License (Individual); | Applicant |
| F. One (1) photocopy of Certificate of Gun Club Accreditation; | Applicant |
| G. One (1) photocopy of Updated Certificate of Shooting Range Accreditation; and | Applicant |
| H. One (1) Original Copy of Special Bank Receipt: | Land Bank of the Philippines (LBP) |

| | | | | |
|---|---|---|---|---|
| Private: Gun Club/Sports Shooter: PHP 6,000.00<br>Government: PHP 3,000.00 | | | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | Private/Gun Club/Sports Shooter: PHP 6,000.00<br>Government: PHP 3,000.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms | 2. Evaluate/Check the Completeness, and Correctness of submitted documents | None | 50 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |

| | | | | |
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| and Explosives Office (FEO) Bldg. | | | | |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Validate documents submitted and prepare/encode Permit; Record and assign control number | None | 4 hours | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Countercheck and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 1 hour | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 1 hour | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Affix countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 4 hours | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 4 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 2 days | Chief, Firearms and Explosives Office (FEO) |

| | | | | |
|---|---|---|---|---|
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim Permit | 4. Record, scan, dry seal and release Permit | None | 30 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | Private: Gun Club/Sports Shooter: PHP 6,000.00 Government: PHP 3,000.00 | **4 days (Total Activity Time)** | |

## 22. Airsoft/Airgun Registration

All airsoft and airgun are subject for one-time registration only.

| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
|---|---|
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Airsoft/Airgun Purchasers |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of 2x2 picture with name tag; | Applicant |
| B. One (1) Original Copy of Duly Notarized accomplished Application Form | Applicant/SCS, EEMD |
| C. One (1) Photocopy of Two (2) valid Government Issued IDs; | Applicant |
| D. One (1) Photocopy of Proof of purchase (Official Receipt); | Applicant |

| | | | | |
|---|---|---|---|---|
| E. One (1) Original Copy of Notarized Affidavit of Undertaking; and | | Applicant | | |
| F. One (1) Original Copy of Special Bank Receipt - PHP 200.00 | | Land Bank of the Philippines (LBP) | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Secure Order of Payment at Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP)or via Land Bank of the Philippines (LBP)Online Platform (LinkBiz) | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 200.00 | 10 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education | 2.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents, record and assign control number | None | 30 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 2.2 Record and assign control number | None | 5 minutes | Receiver/ Evaluator, Special Concerns Section |

| | | | | |
|---|---|---|---|---|
| and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | | | | (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 3.1 Prepare/encode Permit | None | 1 hour | Processor, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.2 Counter check and forward to AC, Education and Enforcement Management Division (EEMD) if all requirements were complied, otherwise, return to processor/ evaluator | None | 30 minutes | Chief, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | 3.3 Review and forward to Chief, Education and Enforcement Management Division (EEMD) | None | 30 minutes | Asst. Chief, Education and Enforcement Management Division (EEMD) |
| | 3.4 Review, countersign and endorse application for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| | 3.5 Concur/Non-Concur | None | 5 hours | Asst Chief, Firearms and Explosives Office (FEO) |
| | 3.6 Approval of Application | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 3.7 Return Application to Liaison, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 4. Claim | 4. Place dry seal, scan, | None | 15 minutes | Releasing Clerk, |

| | | | | |
|---|---|---|---|---|
| Permit | record and release permit | | | Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 200.00** | **2 days, 1 Hour and 5 Minutes (Total Activity Time)** | |

## 23. Validation of Gun Safety and Responsible Gun Ownership Seminar (GSRGOS) Certificate

A seminar administered by a FEO, PNP accredited gun safety instructor, under the supervision and control of EEMD, FEO or a FEO, PNP accredited and registered gun club for an individual who seeks to secure a License to Own and Possess a Firearm or renew the same, composed of lecture and practical examination and when passed, culminates with the conferment of a Gun Safety and Responsible Gun Ownership Seminar Certificate duly signed by the PNP accredited gun safety instructor and authorized gun club representative, validated by Chief, EEMD, FEO.

| | |
|---|---|
| **Office or Division:** | **Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C – Government to Citizen |
| **Who may avail:** | Individuals who attended Gun Safety and Responsible Gun Ownership Seminar from authorized Gun Clubs |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Photocopy Copy of Certificate of attendance on Gun Safety and Responsible Gun Ownership Seminar from authorized Gun Clubs (for civilians)/Certificate of Equivalency (for LEAs)/ Retirement Order (for retired AFP/PNP); and | Applicant |
| B. One (1) Original Copy of Special Bank Receipt – PHP 100.00 | Land Bank of the Philippines (LBP) |

| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Secure Order of Payment at Special Concerns | 1. Issue the Order of Payment to be paid at Land Bank of the Philippines (LBP) | PHP 100.00 | 5 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement |

| | | | | |
|---|---|---|---|---|
| Section (SCS), Education and Enforcement Management Division (EEMD) Window, 1st Floor, Firearms and Explosives Office (FEO) Bldg. and Pay the required fees at Land Bank of the Philippines (LBP), One-Stop-Shop Bldg. | | | | Management Division (EEMD) |
| 2. Submit the required documents to Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 2. Evaluate/ Check the Completeness, Validity, and Correctness (CVC) of submitted documents and endorse certificate to Chief, Education and Enforcement Management Division (EEMD) | None | 20 minutes | Receiver/ Evaluator, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| 3. Submit the SBR to Receiver/ Evaluator, Special Concerns | 3.1 Endorse Certificate to Chief, Education and Enforcement Management Division (EEMD) | None | 5 minutes | Processor, Special Concerns Section (SCS), Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| Section (SCS), Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | | | | Division (EEMD) |
| | 3.2 Review and sign Certificate | None | 15 minutes | Chief, Education and Enforcement Management Division (EEMD) |
| 4. Claim Certificate | 4. Record and release Certificate | None | 5 minutes | Releasing Clerk, Special Concerns Section (SCS), Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **PHP 100.00** | **50 minutes (Total Activity Time)** | |

## 24. Certificate of Inspection

A certificate of inspection is issued after the process of inspecting/examining, measuring and evaluating the firearms and the firearm vaults, manufacturing plant/complex, dealership stores, warehouses/storage facilities/explosives magazines, gun club offices, and shooting ranges to determine whether it is compliant and conforms to the safety requirements specified by existing rules and regulations.

| | |
|---|---|
| **Office or Division:** | **Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Manufacturers/Dealers/Purchasers of Firearms, Explosives, Explosive Ingredients, Controlled Chemicals, and owners of Shooting Range, Gun Smith/Repair Shop, and Airsoft/Airgun Shop |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| For Manufacturing plant, stores, and storage facilities/explosive magazine:<br>• Firecrackers/Pyrotechnic | |

| | |
|---|---|
| Devices;<br>• Controlled Chemicals; and<br>• Explosives/Explosive Ingredients. | |
| A. One (1) Original Copy of Duly accomplished Request for Inspection Form; | Applicant/Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| B. One (1) Original Copy of Letter Request Address to Chief, Education and Enforcement Management Division (EEMD) (Attn: Chief, Inspection and Enforcement (I & E) Section); | Applicant |
| C. One (1) Photocopy of Previous Inspection Report from Inspection and Enforcement (I & E) Section (for Renewal/Amendment of License); | Applicant |
| D. One (1) Photocopy of Previous License (for Renewal of License); | Applicant |
| E. One (1) Photocopy of Location Map of the Storage Facility showing distance from the nearest Police Stations; | Applicant |
| F. One (1) Photocopy of Floor Plan; | Applicant |
| G. One (1) Photocopy of Certificate of Registration of the firm with Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA); | Applicant/Securities and Exchange Commission (SEC)/DTI/CDA |
| H. One (1) Photocopy of Updated Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| I. One (1) Photocopy of Latest Security Survey and Inspection Report from Local Police (for New/Renewal Application); | Applicant/Local Police |
| J. One (1) Photocopy of Updated Bureau of Fire Protection (BFP) Certificate (Fire Safety Inspection | Applicant/BFP |

| | |
|---|---|
| Certificate); and | |
| K. One (1) Photocopy of Latest Monthly Consumption Report (Notarized). | Applicant |
| For:<br>• Gunsmith Shop;<br>• Firearms/Gun Store;<br>• Firearms Manufacturing Plant;<br>• Airgun/Airsoft Store; and<br>• Shooting Range/Gun Club Office. | |
| A. One (1) Original Copy of Duly Accomplished Request for Inspection Form; | Applicant/Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| B. One (1) Original Copy of Letter Request Address to Chief, Education and Enforcement Management Division (EEMD) (Attn: Chief, Inspection and Enforcement (I & E) Section); | Applicant |
| C. One (1) Photocopy of Previous Inspection Report from Inspection and Enforcement (I & E) Section (for Renewal/Amendment of License); | Applicant |
| D. One (1) Photocopy of Previous License (for Renewal of License); | Applicant |
| E. One (1) Photocopy of Location Map of the Storage Facility showing distance from the nearest Police Stations; | Applicant |
| F. One (1) Photocopy of Floor Plan; | Applicant |
| G. One (1) Photocopy of Certificate of Registration of the firm with SEC or DTI or Cooperative Development Authority (CDA); | Applicant/SEC/DTI/CDA |
| H. One (1) Photocopy of Updated Mayor's Permit; | Applicant/City Hall/Municipal Hall where the business is located |
| I. One (1) Photocopy of Latest Security Survey and Inspection Report from Local Police (for New/Renewal Application); and | Applicant/Local Police |
| J. One (1) Photocopy of Updated BFP Certificate (Fire Safety Inspection Certificate). | Applicant/BFP |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Receive/ evaluate/check the completeness, validity, and correctness (CVC) of submitted documents | None | 1 hour | Receiver/ Evaluator, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| | 1.2 Calendar the Schedule of inspection based on the urgency, location and availability of stakeholders | None | 10 minutes | Receiver/ Evaluator, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct Ocular/On-site Inspection and inform the applicant about the result of inspection (if there are adverse findings to comply within 7 days) | None | 4 days | Team Leader, Inspection and Enforcement (I & E) Section Inspection Team, Education and Enforcement Management Division (EEMD) |
| | 1.4 Prepare Inspection Report & Certificate of Inspection for recommendation of Chief, Inspection and Enforcement (I & E) Section | None | 4 hours | Inspector, I & E Section, Education and Enforcement Management Division (EEMD)/ Team Leader, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| | 1.5 Review and endorse to Chief, Education and Enforcement Management Division (EEMD) for approval | None | 1 hour | Chief, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| | 1.6 Concur/Non- | None | 30 minutes | Asst. Chief, |

| | | | | |
|---|---|---|---|---|
| | concur | | | Education and Enforcement Management Division (EEMD) |
| | 1.7 Approval/ signature of inspection report and certificate of inspection | None | 1 hour | Chief, Education and Enforcement Management Division (EEMD) |
| 2. Claim Certificate | 2. Record and Release of inspection report and certificate of inspection | None | 20 minutes | Releasing Clerk, Inspection and Enforcement (I & E) Section, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **5 days (Total Activity Time)** | |

## 25. Request for Tagging of Lost Firearm

To facilitate the tagging of Lost Firearm (L) as requested by the licensee through the issuance of resolution by the FEO License Revocation and Restoration Board (FLRRB).

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|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Licensed citizen requesting for tagging of their firearms to lost firearms (L) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| A. One (1) Original Copy of Duly accomplished Lost Firearm Tagging Request Form; | Applicant/CIDS, EEMD |
| B. One (1) Original Copy of Investigation Report or Police Report and Police Blotter; | Applicant/Local Police Station |
| C. One (1) Original Copy & Notarized Affidavit of Loss; | Applicant |
| D. One (1) Photocopy of PTCFOR if firearm was lost outside of residence; | Applicant |

| | | | | |
|---|---|---|---|---|
| E. One (1) Original Copy of Notarized Affidavit of undertaking (Person and firearm is not involved in any criminal/administrative or civil case); | | Applicant | | |
| F. One (1) Photocopy of Death Certificate (If licensee is deceased). | | Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-Case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and presentation of the case to the Board | None | 5 days | Chief, CIDS, EEMD/Head Secretariat, Investigator-on-Case, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.5 Draft resolution based on the result of the deliberation | None | 1 day | Investigator-on-Case, CIDS, Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| | | | | Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.8 Finalize Resolution | None | 30 minutes | Investigator-on-Case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Members |
| | 1.10 Endorsement of Resolution for approval of the Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.12 Forward Resolution to CIDS, Education and Enforcement Management Division (EEMD) | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| 2. Pay at the Land Bank of the Philippines | 2.1 Notify the requesting party to pay the Admin Fine (if any) at any Landbank | Please refer to the table/ matrix of | 10 minutes | Investigator-on-Case, CIDS, Education and Enforcement |

| | | | | |
|---|---|---|---|---|
| (LBP) and submit Receipt to Investigator/ FLRRB Secretariat, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | branch | admin fines below | | Management Division (EEMD) |
| | 2.2 Implementation of Tagging of Lost Firearm | None | 10 minutes | Investigator-on-Case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 2.3 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | **TOTAL** | **Please refer to the table/ matrix of admin fines below** | **19 days and 3 hours and 30 minutes (Total Activity Time)** | |

Table/Matrix of Admin Fines

| **Admin Fines** |
|---|
| 1st Offense – PHP 5,000.00 (for every lost firearm for small arm) |
| 2nd Offense – PHP 10,000.00 (for every lost firearm for small arm) |
| 3rd Offense – PHP 15,000.00 + Revocation (for every lost firearm for small arm) |
| PHP 35,000.00 (for every lost firearm for Class “A” light weapon) |
| PHP 10,000.00 (for every late report of lost firearm) |

## 26. Request for Change of Firearm Status from License Blocked "LB"/License Revoked "LR" due to non-renewal to Firearms Released to Licensee "FL"

To facilitate the change of firearms status of licensee/s with FA Registration that was blocked/revoked due to non-renewal through approved resolution from the FEO License Revocation and Restoration Board (FLRRB).

| | |
|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |

| | |
|---|---|
| **Who may avail:** | Individual with firearm license that was blocked/revoked thru system automation because of non-renewal |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, EEMD); | Applicant |
| B. One (1) Photocopy of Acknowledgment Receipt that firearm is temporarily deposited/turned in to any PNP Storage (Supply Accountable Officer (SAO), Firearms and Explosives Office (FEO); RCSUs and/or nearest police station) | Applicant/ SAO, FEO/ RCSUs/Police Station |
| C. One (1) Original Copy of Notarized Affidavit of Undertaking (Person/firearm is not involved in any criminal/administrative or civil case and/or stating reason for non-renewal). | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and | None | 5 days | Chief, CIDS, EEMD/Head |

| | | | | |
|---|---|---|---|---|
| | presentation of the case to the Board | | | Secretariat, Investigator-on-case, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.5 Draft resolution based on the result of the deliberation | None | 1 day | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.8 Finalize Resolution | None | 30 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Members |
| | 1.10 Endorsement of Resolution for approval/disapproval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |

| | | | | |
|---|---|---|---|---|
| | 1.12 Encoding on the Firearms and Explosives Office (FEO) System the Implementation of Tagging of Firearm Released to Licensee (FL) for approval of C, FEO | None | 10 minutes | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Secretariat |
| | 1.13 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Notify the requesting party | None | 10 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 3 hours and 20 minutes (Total Activity Time)** | |

## 27. Request for Restoration of License to Own and Possess Firearm (LTOPF) and Firearm Registration from License Revoked "LR" (FLRRB Resolution due to Pendency of Case) to Firearms Released to Licensee "FL"

To facilitate the restoration of License to Own and Possess Firearms (LTOPF) and Firearms Registration from License Revoked (LR) to Firearms Released to Licensee (FL) that was revoked by the FEO License Revocation and Restoration Board (FLRRB) due to pendency of the case.

| | |
|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Licensed Citizen with firearm license that was revoked because of FLRRB Resolution or pendency of case |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, EEMD); | Applicant |
| B. One (1) Photocopy of Motion for | Applicant |

| | |
|---|---|
| reconsideration; | |
| C. One (1) Original Copy of Notarized Affidavit of Undertaking (Person and firearm is not involved in any criminal/ administrative or civil case); | Applicant |
| D. One (1) Photocopy of Court decision on the finality of case from Regional Trial Court (RTC)/Municipal Trial Court (MTC); and | Applicant/RTC/MTC |
| E. One (1) Photocopy of acknowledgement receipt for the turnover of revoked firearms to any PNP Storage (Supply Accountable Officer (SAO), Firearms and Explosives Office (FEO); RCSUs and/or nearest police station) | Applicant/SAO, FEO/ RCSUs/ Police Station |
| F. Other supporting documents. | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and presentation of the case to the Board | None | 5 days | Chief, CIDS, Education and Enforcement Management |

| | | | | |
|---|---|---|---|---|
| | | | | Division (EEMD)/Head Secretariat, Investigator-on-case, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.5 Draft resolution based on the result of the deliberation | None | 1 day | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.8 Finalize Resolution | None | 30 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | FLRRB Members |
| | 1.10 Endorsement of Resolution for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, FLRRB |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.12 Encoding on the Firearms and Explosives Office (FEO) System the Implementation of | None | 10 minutes | Firearms and Explosives Office (FEO) License Revocation and Restoration Board |

| | | | | |
|---|---|---|---|---|
| | Tagging of Firearm Released to Licensee (FL) for approval of Chief, Firearms and Explosives Office (FEO) | | | (FLRRB) Secretariat |
| | 1.13 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Notify the requesting party | None | 10 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 3 hours and 20 minutes (Total Activity Time)** | |

## 28. Request for Change of Firearm Status from Under Investigation "UI" to Firearms to Licensee "FL"

To facilitate the change of firearms status of the licensee from FA Registration status of Under Investigation (UI) to Firearm Released to Licensee (FL) through the issuance of FLRRB Resolution.

| | |
|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Licensed Citizen with FA license under investigation |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD) | |
| B. One (1) photocopy of Motion for reconsideration; | Applicant |
| C. One (1) Original Copy of Notarized Affidavit of | Applicant |

| | |
|---|---|
| Undertaking (Person and firearm is not involved in any criminal/administrative or civil case); | |
| D. One (1) photocopy of acknowledgement receipt for the turnover of firearms to any PNP Storage (Supply Accountable Officer (SAO), Firearms and Explosives Office (FEO); RCSUs and/or nearest police station); and | Applicant/SAO, FEO/ RCSUs/ Nearest Police Station |
| E. Other supporting documents. | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and presentation of the case to the Board | None | 5 days | Chief, CIDS, Education and Enforcement Management Division (EEMD)/Head Secretariat, |

| | | | | |
|---|---|---|---|---|
| | | | | Investigator-on-case, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.5 Draft resolution based on the result of the deliberation | None | 1 day | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.8 Finalize Resolution | None | 30 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | FLRRB Members |
| | 1.10 Endorsement of Resolution for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.12 Encoding on the FEO System the Implementation of Tagging of | None | 10 minutes | Firearms and Explosives Office (FEO) License Revocation and Restoration Board |

| | | | | |
|---|---|---|---|---|
| | Firearm Released to Licensee (FL) for approval of Chief, Firearms and Explosives Office (FEO) | | | (FLRRB) Secretariat |
| | 1.13 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Notify the requesting party | None | 10 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 3 hours and 20 minutes (Total Activity Time)** | |

## 29. Request for Correction of Entry of License to Own and Possess Firearm (LTOPF) and Firearm Registration

To facilitate the change or correction of entry as requested by the licensee through the issuance of Resolution by the Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB).

| | |
|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Individual requesting for correction of entry in their license |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Original Copy of | Applicant |

| | | | | |
|---|---|---|---|---|
| Notarized Affidavit; | | | | |
| C. One (1) photocopy of Stencil of Firearm; and | | Applicant | | |
| D. Other supporting documents. | | Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and presentation of the case to the Board | None | 5 days | Chief, CIDS, Education and Enforcement Management Division (EEMD)/Head Secretariat, Investigator-on-case, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.5 Draft resolution based | None | 1 day | Investigator-on-case, CIDS, |

| | | | | |
|---|---|---|---|---|
| | on the result of the deliberation | | | Education and Enforcement Management Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.8 Finalize Resolution | None | 30 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Members |
| | 1.10 Endorsement of Resolution for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.12 Encoding on the Firearms and Explosives Office (FEO) System the Implementation of the corrected details for License to Own and Possess Firearms (LTOPF) and/or Firearm | None | 10 minutes | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Secretariat |

| | | | | |
|---|---|---|---|---|
| | Registration for approval of Chief, FEO | | | |
| | 1.13 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Notify the requesting party | None | 10 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 3 hours and 20 minutes (Total Activity Time)** | |

## 30. Request for Denial of Ownership

To facilitate the deletion of firearm entry reflected on the account of the requesting party or change of the registration to its rightful owner based on the denial of ownership as requested through the issuance of Resolution by the Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB).

| | |
|---|---|
| **Office or Division:** | **Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Licensed citizen requesting for denial of ownership/cancellation of registration |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request Addressed to Chief, Firearms and Explosives Office (FEO) (Attn: Chief, Education and Enforcement Management Division (EEMD); | Applicant |
| B. One (1) Original Copy of Notarized Affidavit of denial; and | Applicant/CIDS, Education and Enforcement Management Division (EEMD) |
| C. Other supporting documents. | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements to Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record, assign control number. | None | 20 minutes | Receiver/ Evaluator, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.2 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.3 Conduct investigation and verification for License to Own and Possess Firearms (LTOPF) and Firearm Registration. | None | 3 days | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Schedule Deliberation and presentation of the case to the Board | None | 5 days | Chief, CIDS, Education and Enforcement Management Division (EEMD)/Head Secretariat, Investigator-on-case, FLRRB |
| | 1.5 Draft resolution based on the result of the deliberation | None | 1 day | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.6 Review Resolution | None | 2 hours | C, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Review and provide legal opinion | None | 1 day | FEO Servicing Legal Officer |
| | 1.8 Finalize | None | 30 minutes | Investigator-on- |

| | | | | |
|---|---|---|---|---|
| | Resolution | | | case, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 For review and concurrence on the prepared resolution | None | 4 days | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Members |
| | 1.10 Endorsement of Resolution for approval/disapproval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.11 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.12 Encoding on the Firearms and Explosives Office (FEO) System the Implementation of Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) resolution for approval of Chief, FEO | None | 10 minutes | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Secretariat |
| | 1.13 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Notify the requesting party | None | 10 minutes | Investigator-on-case, CIDS, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 3 hours and 20 minutes** | |

| | | | | |
|---|---|---|---|---|
| | | | **(Total Activity Time)** | |

## 31. Request for Revocation of License

To facilitate the request for revocation of license due to commission of crime/s or legal disability as stated in existing laws, rules and regulations relative to firearms and explosives through a FEO License Revocation and Restoration Board (FLRRB) resolution.

| | |
|---|---|
| **Office or Division:** | **Arbitration Section (AS) / Complaint Investigation and Detection Section (CIDS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government |
| **Who may avail:** | Individual requesting for revocation of license of a certain individual |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. One (1) Original Copy of Letter Request; and | Applicant |
| B. One (1) photocopy of the following as other supporting documents, such as:<br>1) Complaint/Case filed;<br>2) Police Blotter; or<br>3) Investigation Report from PNP. | Applicant/Local Police Station |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Application folder with complete requirements Receiver/ Evaluator, AS, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | 1.1 Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents. | None | 5 minutes | Receiver/ Evaluator, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.2 Record and assign control number | None | 5 minutes | Receiver/ Evaluator, Arbitration Section, Education and Enforcement Management Division (EEMD) |

| | | | | |
|---|---|---|---|---|
| | 1.3 Counter-check documents and assign investigator to handle the case. | None | 15 minutes | Chief, CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.4 Conduct verification/validation (e.g. Firearm Record Verification (FRV), National Police Clearance (NPC), Permit to Carry Firearms Outside Residence (PTCFOR), Psychiatric and Psychological Examination (PPE) or Drug Test (DT) and other relevant documents as necessary) | None | 3 days | Investigator-on-case, Arbitration Section/CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.5 Conduct thorough investigation and recommend case for Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Deliberation as the case may be. | None | 2 days | Investigator-on-case, Arbitration Section/CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.6 Record application and transmits to the Office of the Chief, Firearms and Explosives Office (FEO) for approval of the investigator's recommendation. | None | 4 hours | Investigator-on-case, Arbitration Section/CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.7 Schedule Deliberation and presentation of the case to the Board. | None | 4 days | Chief, CIDS/Head Secretariat, Investigator-on-case, Firearms and Explosives |

| | | | | |
|---|---|---|---|---|
| | | | | Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.8 Draft resolution based on the result of the deliberation. | None | 3 hours | Investigator-on-case, Arbitration Section/CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.9 Review Resolution | None | 1 day | Firearms and Explosives Office (FEO) Servicing Legal Officer |
| | 1.10 Finalize Resolution | None | 30 minutes | Investigator-on-case, Arbitration Section/CIDS, Education and Enforcement Management Division (EEMD) |
| | 1.11 For concurrence on the result of the deliberation. | None | 3 days | Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) Members |
| | 1.12 Endorsement of Resolution for approval of Chief, Firearms and Explosives Office (FEO). | None | 1 day | Chairman, Firearms and Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.13 Approval | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 1.14 Forward Resolution to CIDS | None | 10 minutes | Secretary of Chief, Firearms and Explosives Office (FEO) |
| | 1.15 Recording, marking of | None | 30 minutes | Investigator-on-case, Arbitration |

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| | resolution number and implementation of the same in the online account for the evaluation of the Chief, Education and Enforcement Management Division (EEMD) and Asst. Chief, Firearms and Explosives Office (FEO) and approval of the Chief, Firearms and Explosives Office (FEO). | | | Section, Education and Enforcement Management Division (EEMD) |
| | 1.16 Drafting of Letter of Notice to the Licensee for the signature of the Chief, Firearms and Explosives Office (FEO) and memorandum to the concerned RCSUs having jurisdiction of the address of the licensee for the serving of letter of notice and confiscation of the registered firearms to be signed by the Chief, Firearms and Explosives Office (FEO) or the Director, Civil Security Group (CSG), as the case may be. | None | 4 hours | Investigator-on-case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.17 Review and endorse the prepared letter of notice. | None | 4 hours | Chief, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.18 Concur/Non-concur | None | 4 hours | Chairman, Firearms and |

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| | | | | Explosives Office (FEO) License Revocation and Restoration Board (FLRRB) |
| | 1.19 Approval | None | 1 day | Chief, Firearms and Explosives Office (FEO) |
| | 1.20 Notify licensee thru registered mail and concerned RCSUs | None | 1 day | Investigator-on-Case, Arbitration, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **19 days, 4 hours and 35 minutes (Total Activity Time)** | |

## 32. Request for Classification of Firearms

To facilitate the request of licensed citizen or juridical entity to classify firearms, ammunition, firearm parts/accessories and other regulated items prior to sale, distribution and/or exhibition to ensure that such item conforms to existing laws, rules and regulations.

| | | | | |
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| **Office or Division:** | **Arbitration Section (AS), Education and Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO)** | | | |
| **Classification:** | Highly Technical | | | |
| **Type of Transaction:** | G2C – Government to Citizen<br>G2B – Government to Business<br>G2G – Government to Government | | | |
| **Who may avail:** | Licensed citizen or juridical entity | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| A. One (1) Original Copy of Request Letter for Classification; | | Applicant | | |
| B. One (1) Photocopy of Description of the item/manual (firearms); and | | Applicant | | |
| C. One (1) Photocopy of Licenses (i.e., Deal, Manufacturer and Import). | | Applicant/FLD, FEO | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Application | 1.1 | None | 10 minutes | Receiver/ |

| | | | | |
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| folder with complete requirements Receiver/ Evaluator, Arbitration Section, Education and Enforcement Management Division (EEMD) at Firearms and Explosives Office (FEO) Bldg. | Evaluate/Check the Completeness, Validity, and Correctness (CVC) of submitted documents and record and assign control number | | | Evaluator, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.3 Counter-check documents and assign investigator to handle the case. | None | 10 minutes | Chief, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.4 Prepare memorandum for the conduct of pull-out and escort of the firearm subject for classification for test fire and evaluation (applicable to firearms only). | None | 1 day | Investigator-on-case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.5 Schedule and notify the requesting party of the test fire and evaluation | None | 10 minutes | Investigator-on-case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.6 Conduct of test fire and evaluation | None | 3 days | Firearms Classification Board (FCB) Secretariat |
| | 1.7 Presentation of the result of test fire and evaluation for the appreciation of the Board | None | 5 days | Firearm Classification Board (FCB), Firearms and Explosives Office (FEO) |
| | 1.8 Draft | None | 4 hours | Investigator-on- |

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| | resolution based on the result of the deliberation | | | Case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.9 Review prepared resolution | None | 2 hours | Chief, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.10 Review and provide legal opinion | None | 1 day | Firearms Explosives Office (FEO), Servicing Legal Officer |
| | 1.11 Finalize Resolution | None | 30 minutes | Investigator-on-Case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | 1.12 For review and concurrence on the prepared resolution | None | 3 days | Firearms Classification Board (FCB) Members |
| | 1.13 Endorsement of Resolution for approval of Chief, Firearms and Explosives Office (FEO) | None | 1 day | Chairman, Firearms Classification Board (FCB) |
| | 1.14 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.15 Forward Resolution to Arbitration Section | None | 10 minutes | Action PNCO, Office of the Chief, Firearms and Explosives Office (FEO) |
| | 1.16 Encoding on the Firearms and Explosives Office (FEO) System the | None | 10 minutes | Firearms Classification Board (FCB) Secretariat |

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| | Implementation of Firearms Classification Board (FCB) resolution for approval of Chief, Firearms and Explosives Office (FEO) | | | |
| | 1.17 Approval | None | 2 days | Chief, Firearms and Explosives Office (FEO) |
| | 1.18 Notify the requesting party | None | 10 minutes | Investigator-on-case, Arbitration Section, Education and Enforcement Management Division (EEMD) |
| | **TOTAL** | **None** | **18 days, 7 hours and 30 minutes (Total Activity Time)** | |

**EXPLOSIVES MANAGEMENT DIVISION**

**Application of Licenses and Permits for Controlled Chemicals (CCs)**

**1. Manufacturer's License (new)**

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing them to engage in the business of manufacturing-controlled chemicals for purposes of sale or distribution in accordance with the IRR of RA 9516.

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|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), Firearms and Explosives Office (FEO) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing, dealing in and/or purchasing controlled chemicals. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); (1) Certified true copy of Secretary Certificate for the Licensee/ Special Power of Attorney (SPA) from Licensee for the authorized representative; | Explosives Management Division (EMD), 3rd Floor FEO Building/Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 1. For local corporation/partnership: (1) photocopy of Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: SEC Registration to do business in the Philippines; For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI); | Security and Exchange Commission (SEC)/ Department of Trade and Industry (DTI) |

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| 2. Personal Data Sheet (PDS) of the applicant, authorized representative and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored; (1) Photocopy of 2 valid IDs (1 Company ID and 1 Gov't issued ID) with affixed signature specimen for applicant, authorized representative and management personnel of storage facility | Applicant, authorized representative and management personnel of storage facility |
| 3. National Police Clearance of the applicant; | National Police Clearance Centers |
| 4. Business Permit (original or (1) certified true copy); | City Hall/Municipal Hall where the business is located |
| 5. Process flowchart; signed by the personnel/chemist involved in the processing of chemical | Personnel in-charge for chemical processing of the company |
| 6. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier; | Authorized supplier of controlled chemicals |
| 7. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters | Company |
| 8. Floor/Location plan of the storage facility; | Management personnel, Storage facility of the company |
| 9. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; | Company personnel assisted during the inspection conducted by RCSU and respective PPO/CPO |
| 10. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division (EEMD), Firearms and Explosives Office (FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU |
| 11. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT | AGENCY ACTIONS | FEES TO BE | PROCESSING | PERSON |
|---|---|---|---|---|

| STEPS | | PAID | TIME | RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder with softcopy of all documents at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant has existing license and computes quantity allowed (if applicable) | None | 10 minutes | Records Custodian/Data Administrator, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines | a. Issue Order of Payment to the applicant/client | Php25,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & | None | 1 hour | Processor, LPS- |

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| receive the issued commitment slip | license for approval of Chief, Philippine National Police (CPNP) | | | EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorses/transmits application to the office of the of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/Non-concurs and endorses to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for | None | 4 days | TCDS |

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| | corrections/ recommendation and will be submitted to TCDS) | | | |
| | 3.10 Concurs/ Non-concurs and endorses to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/ disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Message Centers, OCPNP/OTCDS |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **PHP25,000.00** | **19 days** | |

## 2. Dealer's License (new)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing them to engage in the business of buying and selling controlled chemicals at wholesale or retail.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of dealing in and/or purchasing controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); Certified true copy of Secretary Certificate for the Licensee/ Special Power of Attorney (SPA) from Licensee for the authorized representative; | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. For local corporation/partnership: (1) Photocopy of Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: (1) Photocopy of SEC Registration to do business in the Philippines; For Single Proprietorship: (1) Photocopy of Certificate of Registration with the Department of Trade and Industry (DTI); | Security and Exchange Commission (SEC)/Department of Trade and Industry (DTI) |
| 3. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored; (1) Photocopy of 2 valid IDs (1 Company ID and 1 Gov't issued ID) with affixed signature specimen for applicant, authorized representative and management | Applicant, authorized representative and management personnel of storage facility |

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| personnel of storage facility; | |
| 4. National Police Clearance of the applicant; | National Police Clearance Centers |
| 5. Business Permit; | City Hall/Municipal Hall where the business is located |
| 6. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier; | Supplier of controlled chemicals |
| 7. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters | Company |
| 8. Floor/Location plan of the storage facility; | Management personnel, Storage facility of the company |
| 9. Properly labeled pictures (8”x10” in size) of storage facility printed in photo paper; | Company personnel assisted during the inspection conducted by RCSU and respective PPO/CPO |
| 10. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU |
| 11. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if | None | 10 minutes | Records Custodian/Data Administrator, |

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| folder with softcopy of all documents at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | applicable) | | | LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 | 4 hours | Verifier, LPS-EMD |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, | None | 1 hour & 30 minutes | C, EMD |

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| | Firearms and Explosives Office (C, FEO) | | | |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorses application to the Office of Director, Civil Security Group (DCSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/Non-concurs and endorses application to the office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorses application to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 3.10 Concurs/Non-concurs and endorses application to the office of the Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |

| | | | | |
|---|---|---|---|---|
| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/ disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Message Centers, OCPNP/OTCDS |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **PHP15,000.00** | **19 days** | |

### 3. Purchaser's License (new)

Application for new Purchaser's License refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), Firearms and Explosives Office |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of |

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| | purchasing/using controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); Certified true copy of Secretary Certificate for the Licensee/ Special Power of Attorney (SPA) from Licensee for the authorized representative; | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. For local corporation/partnership: (1) Photocopy of Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS); For foreign multi-corporation: SEC Registration to do business in the Philippines; For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI); | Security and Exchange Commission (SEC)/Department of Trade and Industry (DTI) |
| 3. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored; (1) Photocopy of 2 valid IDs (1 Company ID and 1 Gov't issued ID) with affixed signature specimen for applicant, authorized representative and management personnel of storage facility; | Applicant, authorized representative and management personnel of company's storage facility |
| 4. National Police Clearance of the applicant; | National Police Clearance Centers |
| 5. Business Permit; (original or certified true copy) | City Hall/Municipal Hall where the business is located |
| 6. Process flowchart; | Personnel in-charge for chemical processing of the company |
| 7. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier; | Supplier of controlled chemicals |
| 8. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters | Company |
| 9. Floor/Location plan of the storage facility; | Management personnel of company's storage |

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| | facility |
| 10. Properly labeled pictures (8”x10” in size) of storage facility printed in photo paper; | Company’s staff/personnel assisted the inspection conducted by RCSU/PPO/CPO |
| 11. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Regional Civil Security Unit (C, RCSU). | COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU |
| 12. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder with softcopy of all documents at Receiving Area, Explosives Management Divsion, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Records Custodian/Data Administrator, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php5,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |

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|---|---|---|---|---|
| | 3.9 Records and forwards approved/ disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php5,000.00** | **13 days** | |

### 4. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of manufacturing-controlled chemicals for purposes of sale or distribution.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of manufacturing, dealing in |

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| | and/or purchasing controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); Certified true copy of Secretary Certificate for the new Licensee/ Special Power of Attorney (SPA) from Licensee for the new authorized representative with attached (1) photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. Business Permit; (Original or (1) certified true copy) | City Hall/Municipal Hall where the business is located |
| 3. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the RCSU; Properly labeled pictures (8"x10" in size) of storage facility (during inspection) printed in photo paper; 12 Months Consumption Report; and 12 Months Summary Consumption Report (Notarized) | COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU |
| 4. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |

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| Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | regulations then computation of penalties and surcharges (if applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php25,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, | None | 30 minutes | Secretary of C, FEO |

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|---|---|---|---|---|
| | Firearms and Explosives Office (EMD, FEO) | | | |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php25,000.00** | **5 days** | |

### 5. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of buying and selling controlled chemicals at wholesale or retail.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of dealing in and/or purchasing controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); Certified true copy of Secretary Certificate for the new | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate |

| | |
|---|---|
| Licensee/ Special Power of Attorney (SPA) from Licensee for the new authorized representative with (1) photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen; | Secretary of the company/Licensee |
| 2. Business Permit; (Original or certified true copy) | City Hall/Municipal Hall where the business is located |
| 3. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the RCSU; Properly labeled pictures (8"x10" in size) of storage facility (during inspection) printed in photo paper; 12 Months Consumption Report; and 12 Months Summary Consumption Report (Notarized) | COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU |
| 4. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

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| Office Building, Camp BGen Rafael T. Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

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| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **4 days** | |

### 6.Purchaser's License (Renewal)

Application for renewal of Purchaser's License refers to the existing license issued to any person/entity due for renewal of at least 60 calendar days prior to its expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of purchasing/using controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); Certified true copy of Secretary Certificate for the new Licensee/ Special Power of Attorney (SPA) from Licensee for the new authorized representative with (1) | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |

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| photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen | |
| 2. Business Permit; (Original or certified true copy) | City Hall/Municipal Hall where the business is located |
| 3. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO). For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU); Properly labeled pictures (8"x10" in size) of storage facility (during inspection) printed in photo paper; 12 Months Consumption Report; and 12 Months Summary Consumption Report (Notarized) | 3.1 COP, PS/C, EEMD-FEO/PD, PPO/CD, CPO/C, RCSU<br>3.2 Company staff who assisted/documented the inspection conducted by the personnel from CPS/MPS/I&E Section, EEMD/PPO/CPO/RCSU<br>3.3 Company staff in-charge in administrative/logistical compliances |
| 4. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

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| Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php5,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

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| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php5,000.00** | **5 days** | |

### 7.Manufacturer's License (Amendment)

Application for the amendment of Manufacturer's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of manufacturing, dealing in and purchasing/using controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); (1) Certified true copy of Secretary Certificate for the new Licensee/ Special Power of Attorney (SPA) from Licensee for the new authorized representative with (1) photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. In case of additional controlled chemicals:<br>▪ Process flowchart;<br>▪ Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 2.1 Personnel in-charge for chemical processing of the company<br>2.2 Supplier of controlled chemicals;<br>2.3 COP, PS/C, EEMD-FEO;<br>2.4 PD, PPO/CD, CPO/C, RCSU |
| 3. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility:<br>▪ Notarized latest Monthly Consumption Report;<br>▪ Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, | 3.1 Company staff/personnel in-charge in the administrative/logistical compliances;<br>3.2 Company staff/personnel assisted/documented the inspection conducted by RCSU/PPO/CPO; |

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| PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 3.3 COP, PS/C, EEMD-FEO;<br><br>3.4 PD, PPO/CD, CPO/C, RCSU |
| 4. In case of change of storage facility:<br>▪ Duly accomplished Application Form;<br>▪ Business Permit;<br>▪ Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>▪ Floor/Location plan of the storage facility;<br>▪ Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 4.1 Office of EMD, 3rd Floor FEO Building/ Regional Civil Security Units;<br>4.2 Municipal/City Hall nearest to the business establishment location;<br>4.3 Company;<br>4.4 Management personnel of storage facility;<br>4.5 Company staff who assisted/documented the inspection conducted by the personnel from RCSU/PPO/CPO;<br>4.6 COP, PS/C, EEMD-FEO;<br><br>4.7 PD, PPO/CD, CPO/C, RCSU |
| 5. In case of change of corporate/business address:<br>▪ For local Corporation or | |

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| Partnership: (1) Photocopy of Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS.<br>• For Foreign Multi-corporation: (1) Photocopy of SEC Registration to do business in the Philippines.<br>• For Single Proprietorship: (1) Photocopy Certificate of Registration with Department of Trade and Industry (DTI).<br>▪ Business Permit;<br>▪ Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>▪ Floor/Location plan of the storage facility;<br>▪ Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from the Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 5.1 Securities and Exchange Commission;<br>5.2 Department of Trade and Industry;<br>5.3 Municipal/City Hall nearest to the business establishment location;<br>5.4 Company;<br>5.5 Management personnel of storage facility;<br>5.6 Company staff assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU;<br>5.7 COP, PS/C, EEMD-FEO;<br>5.8 PD, PPO/CD, CPO/C, RCSU |

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| 6. In case of change of corporate/business name:<br>▪ For Corporation or Partnership: (1) Photocopy of Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS;<br>▪ For foreign multi-corporation – (1) Photocopy of SEC Registration to do business in the Philippines.<br>▪ For Single Proprietorship: (1) Photocopy of Certificate of Registration with Department of Trade and Industry (DTI). | 6.1 Securities and Exchange Commission (SEC);<br><br>6.2 Department of Trade and Industry (DTI); |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued | 2.1 Issue commitment slip if the | None | 5 minutes | Verifier, LPS-EMD |

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| commitment slip | requirements are complete, valid and correct | | | |
| | 2.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/ disapproved applications to Explosives | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |

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| | Management Division, Firearms and Explosives Office (EMD, FEO) | | | |
| 3. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved amended license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

### 8.Dealer's License (Amendment)

Application for the amendment of Dealer's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to |

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| | amend/change their license engage in the business of dealing in and purchasing/using controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); (1) Certified true copy of Secretary Certificate for the new Licensee/ Special Power of Attorney (SPA) from Licensee for the new authorized representative with (1) photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. In case of additional controlled chemicals:<br>▪ Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the RCSU. | 2.1 Supplier of the controlled chemicals;<br>2.2 COP, PS/C, EEMD-FEO;<br>2.3 PD, PPO/CD, CPO/C, RCSU |
| 3. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility:<br>▪ Notarized latest Monthly Consumption Report;<br>▪ Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and | 3.1 Company's staff/personnel in-charge in administrative compliances;<br>3. 2 Company's staff/personnel assisted during the conduct of inspection of RCSU/PPO/CPO<br>3.3 COP, PS/C, EEMD-FEO; |

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| Certificate of Inspection from Chief, Education & Enforcement Management Division (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 3.4 PD, PPO/CD, CPO/C, RCSU |
| 4. In case of change of storage facility:<br>5. Duly accomplished Application Form;<br>6. Business Permit;<br>7. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>8. Floor/Location plan of the storage facility;<br>9. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;<br>10. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>11. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | 4.1 Office of EMD, 3rd Floor FEO Building/Regional Civil Security Units;<br>4.2 Municipal/City Hall nearest to the business establishment location;<br>4.3 Company's management personnel of storage facility;<br>4.4 Company's staff/personnel assisted during the conduct of inspection RCSU/PPO/CPO;<br>4.5 COP, PS/C, EEMD-FEO;<br>4.6 PD, PPO/CD, CPO/C, RCSU |
| 5. In case of change of corporate/business address:<br>6. For local Corporation or Partnership: (1) Photocopy of Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS.<br>6.1.1.1 For Foreign Multi-corporation: (1) Photocopy of SEC Registration to | Securities and Exchange Commission (SEC); |

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| do business in the Philippines.<br>**6.1.1.2** For Single Proprietorship: (1) Photocopy of Certificate of Registration with Department of Trade and Industry (DTI).<br>7. Business Permit;<br>8. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>9. Floor/Location plan of the storage facility;<br>10. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and<br>11. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from the Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>12. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | Department of Trade and Industry (DTI);<br>Municipal/City Hall nearest to the business establishment location;<br>Company;<br>Management personnel of storage facility;<br>Company's staff/personnel assisted during the conduct of inspection of RCSU/PPO/CPO;<br>COP, PS/C, EEMD-FEO;<br>PD, PPO/CD, CPO/C, RCSU |
| 6. In case of change of corporate/business name:<br>6.2.1 For Corporation or Partnership: (1) Photocopy of Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS;<br>6.2.2 For foreign multi-corporation – (1) Photocopy of SEC Registration to do business in the Philippines.<br>7. For Single Proprietorship: Certificate of Registration with Department of Trade and Industry (DTI). | Securities and Exchange Commission (SEC);<br>Department of Trade and Industry (DTI); |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/Scans Application to the EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, FEO (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, | None | 3 days | C, FEO |

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| | CSG) | | | |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/ disapproved applications to EMD, FEO | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 3. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved amended license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

### 9.Purchaser's License (Amendment)

Application for the amendment of Purchaser's License exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of purchasing/using controlled chemicals |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A1); (1) Certified true copy of Secretary Certificate for the new Licensee/ SPA from Licensee for the new authorized representative with (1) photocopy of 2 valid IDs (1 company ID & 1 government issued ID) and with signature specimen | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/Corporate Secretary of the company/Licensee |
| 2. In case of additional controlled chemicals:<br>▪ Process flowchart;<br>▪ Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, | Personnel in-charge for chemical processing of the company;<br><br>Supplier of controlled chemicals;<br><br>COP, PS/C, EEMD-FEO; |

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| Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | PD, PPO/CD, CPO/C, RCSU |
| 3. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility:<br>▪ Notarized latest Monthly Consumption Report;<br>▪ Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and<br>▪ For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>▪ For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | Company's staff in-charge in administrative/logistical compliances;<br><br>Company's staff who assisted the inspection conducted by the personnel from RCSU/PPO/CPO;<br><br>COP, PS/C, EEMD-FEO;<br><br>PD, PPO/CD, CPO/C, RCSU |
| 4. In case of change of storage facility:<br>5. Duly accomplished Application Form;<br>6. Business Permit;<br>7. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>8. Floor/Location plan of the storage facility;<br>9. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;<br>10. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from Chief, Education & Enforcement Management Division, | Office of EMD, 3rd Floor FEO Building/Regional Civil Security Units;<br><br>Municipal/City Hall nearest to the business establishment location;<br><br>Company's staff/personnel in-charge for administrative/logistical compliances;<br><br>Management personnel of the storage facility;<br><br>Company's staff who assisted the inspection conducted by the personnel from RCSU/PPO/CPO;<br><br>COP, PS/C, EEMD-FEO; |

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| Firearms and Explosives Office (C, EEMD, FEO).<br>11. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security Unit (C, RCSU). | PD, PPO/CD, CPO/C, RCSU |
| 12. In case of change of corporate/business address:<br>13. For local Corporation or Partnership: (1) Photocopy of Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS.<br>13.1.1.1 For Foreign Multi-corporation: (1) Photocopy of SEC Registration to do business in the Philippines.<br>**13.1.1.2** For Single Proprietorship: (1) Photocopy of Certificate of Registration with Department of Trade and Industry (DTI).<br>14. Business Permit;<br>15. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;<br>16. Floor/Location plan of the storage facility;<br>17. Properly labeled pictures (8”x10” in size) of storage facility printed in photo paper; and<br>18. For Metro Manila applicants: (1) Photocopy of Security Survey Inspection Report from the Chief of Police of the concerned Police Station (COP, PS) and Certificate of Inspection from the Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO).<br>19. For outside Metro Manila applicants: (1) Photocopy of Security Survey Inspection Report from the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Certificate of Inspection from the Chief, Regional Civil Security | Securities and Exchange Commission (SEC);<br><br>Department of Trade and Industry (DTI);<br><br>Municipal/City Hall nearest to the business establishment location;<br><br>Management personnel of the storage facility;<br><br>Company’s staff who assisted the inspection conducted by the personnel from RCSU/PPO/CPO;<br><br>COP, PS/C, EEMD-FEO;<br><br>PD, PPO/CD, CPO/C, RCSU |

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| Unit (C, RCSU). | |
| 20. In case of change of corporate/business name:<br>20.1 For Corporation or Partnership: (1) Photocopy of Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS;<br>20.2 For foreign multi-corporation – (1) Photocopy of SEC Registration to do business in the Philippines.<br>21. For Single Proprietorship: (1) Photocopy of Certificate of Registration with Department of Trade and Industry (DTI). | Securities and Exchange Commission (SEC);<br><br>Department of Trade and Industry (DTI); |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitme | 2.1 Issue commitment slip if the requirements are | None | 5 minutes | Verifier, LPS-EMD |

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| nt slip | complete, valid and correct | | | |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/ disapproved applications to Explosives Management | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |

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| | Division, Firearms and Explosives Office (EMD, FEO) | | | |
| 4. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved amended license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

### 10.Purchaser's License for Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (New)

Application for new Purchaser's License (Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business with maximum allowable quantity to purchase and consume of |

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| | controlled chemicals within a year, to be determined by the PNP. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A2) | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 2. For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or, in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate; | Applicant/Corporate Secretary of the company |
| 3. For authorized representative: Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license; | Applicant |
| 4. Certification from Department of Trade of Industry (DTI) [For DTI-certified small enterprises];<br>▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe];<br>▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or<br>▪ Certification from Department of Health (DOH) [For DOH-certified hospitals]; | Office of Department of Trade and Industry (DTI);<br>Office of CHED/DepEd/TESDA;<br>Office of DOST;<br>Office of DOH |
| 5. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

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| at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 30 minutes | Records Custodian/ Data Administrator/ Statistician, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives | None | 30 minutes | Secretary of C, FEO |

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| | Management Division, Firearms and Explosives Office (EMD, FEO) | | | |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,000.00** | **6 days** | |

### 11.Purchaser's License for Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Renewal)

Application for renewal of Purchaser's License (Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) refers to the existing license issued to qualified persons or entities in which due for renewal of at least 60 days prior to the expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A2) | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 2. For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or, in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate; | Applicant/Corporate Secretary of the company |
| 3. For authorized representative: Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license; | Applicant |
| 4. Certification from Department of Trade of Industry (DTI) [For DTI-certified small enterprises];<br>▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe];<br>▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or<br>▪ Certification from Department of Health (DOH) [For DOH-certified hospitals]; | Office of Department of Trade and Industry (DTI);<br>Office of CHED/DepEd/TESDA;<br>Office of DOST;<br>Office of DOH |
| 5. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and regulations then computation of | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |

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| Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | penalties and surcharges (if applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,000.00 | 4 hours & 5 minutes | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

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|---|---|---|---|---|
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,000.00** | **5 days** | |

**12.Purchaser's License for Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals (Amendment)**

Application for amendment of Purchaser's License (Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals) exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of purchasing/using controlled chemicals with maximum allowable quantity to purchase and consume within a year, to be determined by the PNP. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A2) with attached original copy of valid purchaser's license for Accredited Department of Trade and Industry (DTI)-Small Enterprises, DOH, CHED/DepEd/TESDA, DOST-certified analytical/testing laboratories and DOH-certified hospitals | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/Applicant |
| 2. For applicant: shall be represented by the owner, in case of sole proprietorship or partnerships, or, in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate; | Applicant/Corporate Secretary of the company |
| 3. For authorized representative: Special Power of Attorney (SPA) stating that he/she has been authorized by the applicant for the purpose of processing the application for license; | Applicant |
| 4. Certification from Department of Trade of Industry DTI) [For DTI-certified small enterprises];<br>▪ Certification from Commission on Higher Education (CHED)/Department of Education (DepEd)/Technical Education and Skills Development Authority (TESDA) [For CHED/DepEd/TESDA-certified academe];<br>▪ Certification from Department of Science and Technology (DOST) [For DOST-certified analytical/testing laboratories]; or<br>▪ Certification from Department of Health (DOH) [For DOH-certified hospitals]; | Office of Department of Trade and Industry (DTI);<br>Office of CHED/DepEd/TESDA;<br>Office of DOST;<br>Office of DOH |
| 5. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & license for approval of C, FEO | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Approval/disapproval | None | 3 days | C, FEO |
| | 2.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 3. Claim approved license at | 3.1 Notify the applicant pertaining to the status of his/her/their | None | 5 minutes | Dispatching PNCO/Monitoring |

| | | | | |
|---|---|---|---|---|
| Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | application thru Viber and SMS | | | PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **4 days & 4 hours** | |

**13.Purchaser's License for Department of Trade and Industry (DTI)-Micro Enterprises and Barangay Certified Farmers (New)**

Application for new Purchaser's License Department of Trade and Industry (DTI)-micro enterprises and Barangay-certified farmers) refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.

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|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity in which due for renewal to continuously operate the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A3) | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 2. Certification from Department of Trade of Industry (DTI) [For DTI-certified micro enterprises]; | Office of Department of Trade and Industry (DTI); |

| | |
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| ▪ Certification from Barangay Captain [For barangay certified farmers]; | Office of the Brgy Chairman where the business is located |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 30 minutes | Records Custodian/ Data Administrator/ Statistician, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment | Php1,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.2 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.3 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,000.00** | **4 days** | |

## 14.Purchaser's License for Department of Trade and Industry (DTI)-Micro Enterprises and Barangay Certified Farmers (Renewal)

Application for renewal of Purchaser's License Department of Trade and Industry (DTI)-micro enterprises and Barangay-certified farmers) refers to the to the existing license issued to qualified persons or entities in which due for renewal of at least 60 days prior to the expiration date authorizing them to continuously purchase and possess controlled chemicals for use in any lawful purposes.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate the business with maximum allowable quantity to purchase and consume of controlled chemicals within a year, to be determined by the PNP. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-A3) | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 2. Certification from Department of Trade of Industry (DTI) [For DTI-certified micro enterprises];<br>▪ Certification from Barangay Captain [For barangay certified farmers]; | ▪ Office of Department of Trade and Industry (DTI);<br>▪ Office of the Brgy Chairman where the business is located |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and regulations then | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |

| | | | | |
|---|---|---|---|---|
| Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | computation of penalties and surcharges (if applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,000.00 | 4 hours | Verifier, LPS-EMD |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

| | | | | |
|---|---|---|---|---|
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 5 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,000.00** | **5 days** | |

### 15. Purchaser's License for Department of Trade and Industry (DTI)-Micro Enterprises and Barangay Certified Farmers (Amendment)

Application for amendment of Purchaser's License (for Department of Trade and Industry (DTI)-micro enterprise and barangay farmers) exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals pursuant to Sec. 4.2.6 of the IRR of RA 9516.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of purchasing/using controlled chemicals with maximum allowable quantity to purchase and consume within a year, to be determined by the PNP. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Duly accomplished Application Form | Explosives Management Division, 3rd Floor |

| | |
|---|---|
| (PNP Form 6-A3) with attached original copy of valid purchaser's license for Department of Trade and Industry (DTI)-Micro Enterprises and Barangay Certified Farmers | FEO Building/Regional Civil Security Units/Applicant |
| 2. Certification from Department of Trade of Industry (DTI) [For DTI-certified micro enterprises];<br>▪ Certification from Barangay Captain [For barangay certified farmers]; | Office of Department of Trade and Industry (DTI);<br><br>Office of the Brgy Chairman where the business is located; |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Approval/disapproval | None | 3 days | C, FEO |
| | 2.7 Records and forwards approved/disapproved applications to EMD, FEO | None | 30 minutes | Secretary of C, FEO |
| 3. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved license | None | 5 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO** | **4 hours & 40** | |

| | | | |
|---|---|---|---|
| | **FEE** | **minutes** | |

## 16.Permit to Import Controlled Chemicals (PICC) for Manufacturer

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with manufacturer's license authorizing them to import controlled chemicals.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with manufacturer's license desiring to import controlled chemicals for manufacturing, dealing in and/or use in any lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B1) to include (1) Photocopy of license (Certified True Copy); For Succeeding importation, annual average for the past 3 years report; latest MCR; (1) photocopy of 2 valid IDs (1 Company ID and 2 Gov't ID) with 3 specimen signatures; Corporate secretary certificate; General Information Sheet; and notarized Special Power of Attorney | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/licensee of the company |
| 2. Inventory Report from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO) for Metro Manila applicant or Chief, Regional Civil Security Unit (C, RCSU) for Provincial applicant or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU; action photos of inspection printed in photo paper with 8x10" size. | C, EEMD-FEO/C, RCSU<br>Company staff who assisted the inspection conducted by the personnel from C, EEMD/C, RCSU |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD and Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and | None | 1 hour & 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | Explosives Office (C, FEO) | | | |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/Non-concurs and endorses to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 3.10 Concurs/Non-concurs and endorses to the Office of the Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | C,PNP |
| | 3.12 Records and forwards | None | 1 day | Message Centers, |

| | | | | |
|---|---|---|---|---|
| | approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | | | OCPNP/OTCDS |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 5 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php6,000.00** | **19 days** | |

### 17.Permit to Import Controlled Chemicals (PICC) for Dealer

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with dealer's license authorizing them to import controlled chemicals.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with dealer's license desiring to import controlled chemicals for dealing in and/or use in any lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B1) For Succeeding | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/licensee of |

| | |
|---|---|
| importation, annual average for the past 3 years report; latest MCR; (1) Photocopy of 2 valid ID's (1 Company ID and 1 Gov't issued ID) with 3 specimen signatures; Corporate secretary certificate; General Information Sheet; and notarized Special Power of Attorney | the company/Corporate secretary of the company |
| 2. Inventory Report from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO) for Metro Manila applicant or Chief, Regional Civil Security Unit (C, RCSU) for Provincial applicant or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU; action photos of inspection printed in photo paper with 8x10" size. | • C, EEMD-FEO/C, RCSU<br>• Company staff who assisted the inspection conducted by the personnel from C, EEMD/C, RCSU |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD and Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ | None | 2 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | recommendation and will be submitted to D, CSG) | | | |
| | 3.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 3.10 Concurs/Non-concurs and endorses to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk/Action PNCO, Message Centers, OCPNP/OTCDS |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 1 day | Releasing Clerk/Dispatching |

| | | | | |
|---|---|---|---|---|
| Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | PNCO, EMD |
| **TOTAL** | | **Php6,000.00** | **19 days** | |

### 18.Permit to Import Controlled Chemicals (PICC) for Purchaser

Application for Permit to Import Controlled Chemicals refers to the document issued to person or entities with purchaser's license authorizing them to import controlled chemicals.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with purchaser's license desiring to import controlled chemicals for use in any lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B1) For Succeeding importation, annual average for the past 3 years report; latest MCR; (1) Photocopy of 2 valid ID's (1 Company ID and 1 Gov't ID) with 3 specimen signatures; Corporate secretary certificate; General Information Sheet; and notarized Special Power of Attorney | Explosives Management Division, 3rd Floor FEO Building/ Regional Civil Security Units/licensee of the company/Corporate Secretary of the company |
| 2. Inventory Report from Chief, Education & Enforcement Management Division, Firearms and Explosives Office (C, EEMD, FEO) for Metro Manila applicant or Chief, Regional Civil Security Unit (C, RCSU) for Provincial applicant or from the Provincial Director, PPO/City Director, | C, EEMD-FEO /C, RCSU<br><br>Company staff who assisted the inspection conducted by the personnel from C, EEMD/C, RCSU |

| | | | | |
|---|---|---|---|---|
| CPO pending full activation of the RCSU; action photos of inspection printed in photo paper with 8x10" size. | | | | |
| 3. Proof of payment from the Land Bank of the Philippines. | | Any branches of Land Bank of the Philippines | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/Scans Application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Director, Civil | None | 1 hour | Processor, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| | Security Group (D, CSG) | | | |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group, (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |

| | | | | |
|---|---|---|---|---|
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 5 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php6,000.00** | **13 days** | |

### 19.Permit to Export Controlled Chemicals (PECC) for Manufacturer

Application for Permit to Export Controlled Chemicals refers to the document issued to person or entities with manufacturer's license authorizing them to export controlled chemicals.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with manufacturer's license desiring to export controlled chemicals. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Letter of Intent and End-User's Certificate of the Consignee; For authorized representative: Special Power of Attorney (SPA) and (1) Photocopy of valid government issued ID with 3 specimen signatures | Applicant/Consignee |

| | |
|---|---|
| 2. Certification from the licensee-exporter with confirmation from the PNP accredited logistic service provider/broker/forwarder/ trucker. | Any PNP accredited logistic service provider/broker/forwarder/trucker |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (C, PNP) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the | None | 1 hour & 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | office of the Chief, Firearms and Explosives Office (C, FEO) | | | |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 2.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 2.9 Counter-check documents and endorses to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 2.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |

| | | | | |
|---|---|---|---|---|
| | 2.11 Approval/disapproval | None | 5 days | C, PNP |
| | 2.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk/Action PNCO, Message Centers, OCPNP/OTCDS |
| 3. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved permit | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **18 days & 4 hours** | |

## 20.Permit to Purchase and Move Controlled Chemicals (PPMCC)

Application for Permit to Purchase and Move Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to locally purchase and move the controlled chemicals from the seller's storage facility to the purchaser's storage facility.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with valid license are authorize to locally purchase and move the controlled chemicals from the seller's storage facility to the purchaser's storage facility. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B2); For authorized representative: Special Power of Attorney and (1) photocopy of valid government issued ID with 3 specimen signatures, latest notarized Monthly Consumption Report, (1) Photocopy of license | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/Licensee of the company/Company staff in-charge in administrative/logistical compliances |
| 2. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Chief, Regional Civil Security Unit (C, RCSU) (for provincial applicant); | PD, PPO/CD, CPO/C, RCSU |
| 3. Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker; | Any PNP accredited logistic service provider/broker/forwarder/trucker |
| 4. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the | None | 1 hour and 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | Office of the Chief, Firearms and Explosives Office (C, FEO) | | | |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

## 21.Permit to Transfer Controlled Chemicals (PTTCC)

Application for Permit to Transfer Controlled Chemicals refers to the document issued to licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to another storage facility of the licensee.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing manufacturer's or dealer's license who needs to move and transport controlled chemicals from one storage facility to another storage facility of the same licensee. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B5); For authorized representative: Special Power of Attorney and (1) Photocopy of valid government issued ID with 3 specimen signatures | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/Licensee of the company |
| 2. Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker; | Any PNP accredited logistic service provider/broker/forwarder/trucker |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | requirement/s | | | |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Approval/disapproval | None | 3 days | C, FEO |
| | 2.7 Records and forwards approved/disapproved applications to Explosives | None | 30 minutes | Secretary of C, FEO |

| | | | | |
|---|---|---|---|---|
| | Management Division, Firearms and Explosives Office (EMD, FEO) | | | |
| 3. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **4 days & 4 hours** | |

### 22.Permit To Transport Controlled Chemicals (PTCC)

Application for Permit To Transport Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to the Department of Natural Resources-Environment Management Bureau (DENR-EMB) accredited treatment facility.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |

| | |
|---|---|
| **Who may avail:** | Any person or entity with existing license are authorized to move and transport (purposely for disposal of unused, contaminated and/or expired) controlled chemicals to DENR-EMB accredited treatment facility. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B3); For authorized representative: Special Power of Attorney (SPA) and (1) Photocopy of valid government issued ID with 3 specimen signatures | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units/Licensee of the company |
| 2. Certificate of Treatment issued by accredited Department of Environment of Natural Resources-Environmental Management Bureau (DENR-EMB); | Any accredited DENR-EMB |
| 3. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| BGen Rafael T. Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 hours | Verifier, LPS |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, FEO | None | 30 minutes | Secretary of C, FEO |

| | | | | |
|---|---|---|---|---|
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

### 23.Permit to Unload Controlled Chemicals (PTUCC)

Application for Permit to Unload Controlled Chemicals refers to the document issued to a licensed persons or entities authorizing them to unload and transport imported controlled chemicals from port of entry to the storage facility as indicated in the approved license.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing license and permit to import are authorized to unload and transport imported controlled chemicals from port of entry to the storage facility as indicated in the approved license. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Duly accomplished Application Form | Explosives Management Division, 3rd Floor FEO |

| | |
|---|---|
| (PNP Form 6-B8); For authorized representative: Special Power of Attorney (SPA) and (1) photocopy of valid government issued ID with 3 specimen signatures; (1) photocopy of license | Building/Regional Civil Security Units/Licensee of the company |
| 2. (1) Photocopy of Permit to Import with Certificate of Balance; | Company staff in-charge in administrative/logistical compliances |
| 3. Notarized latest Monthly Consumption Report; | Company staff in-charge in administrative/logistical compliances |
| 4. Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill; | Supplier/Origin of importation |
| 5. Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker | Any PNP accredited logistic service provider/broker/forwarder/trucker |
| 6. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php0.10/kg/L | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the green folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms Explosive Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

| | | | | |
|---|---|---|---|---|
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php0.10/kg/L** | **6 days** | |

## 24.Special Permit to Purchase and Move Controlled Chemicals (SPPMCC)

Application for Special Permit to Purchase and Move Controlled Chemicals refers to the document issued once to unlicensed but qualified persons or entities authorizing them to acquire/purchase-controlled chemicals in maximum allowable quantity for academic, scientific, and other lawful purposes.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2G-Government to Government |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity without existing license but qualified to acquire/purchase-controlled chemicals in maximum allowable. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly accomplished Application Form (PNP Form 6-B4) | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 2. Personal Data Sheet (PDS) of the applicant; | Applicant |
| 3. National Police Clearance of the applicant; | National Police Clearance Centers |

| | |
|---|---|
| 4. Proof of payment from the Land Bank of the Philippines. | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in green folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach the Statement Bank Receipt (SBR) in the green | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD | None | 30 minutes | Monitoring Clerk, |

| | | | | |
|---|---|---|---|---|
| folder to be submitted and receive the issued commitment slip | Database Monitoring System | | | LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief , Firearms Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| Crame, Quezon City | | | | |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

**Application of Licenses and Permits for Explosives/Explosive Ingredients (EEIs)**

**1. Manufacturer's License (new)**

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing the manufacture of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing of gunpowder, dynamite, explosives, explosive accessories or their ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original STATEMENT BANK RECEIPT (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **Application Form (PNP Form 6)**; | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter request a certified true copy of his/her valid company ID, (1) photocopy of one (1) Gov't issued ID with 3 specimen signatures, Board of Director's Resolution/Director's | Applicant/Corporate secretary of the company |

| | |
|---|---|
| Certificate/Special Power of Attorney (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | |
| 4. Original and (1) notarized copy of Board of Director's Resolution/Secretary's Certificate or Director's Certificate (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing); | Corporate secretary of the company |
| 5. Company Profile (Indicating the firm's history, date of establishment and line of business); | Company staff in-charge in administrative/logistical compliances |
| 6. Securities and Exchange Commission (SEC) Registration, Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for corporations/ partnerships);<br>Department of Trade and Industry (DTI) Registration, Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships); | Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI) |
| 7. **Original National Police Clearance of the authorized representative** (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY); | National Police Clearance Centers |
| 8. **Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients and/or Explosives/Explosive Ingredients are stored/warehoused** (notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, | Applicant/authorized representative/Managing personnel of the magazine/storage facility |

| | |
|---|---|
| investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/ eligibilities; medical history; and handwriting specimen; | |
| 9. **Process Flowchart** - Description of the process flow where the explosives/explosive ingredient/s will be used (including the purpose of the use of the explosives/explosive ingredient/s and the quantity/purity requirement to justify its procurement; must be prepared and signed by the person authorized to use the explosive/s, explosive ingredient/s); | Personnel in-charge in the processing and handling of explosives/explosive ingredients |
| 10. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) from the supplier/s of the explosives/explosive ingredient/s; | Supplier of explosives/explosive ingredients |
| 11. **Inspection Reports** (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | I & E Section, EEMD-FEO (for NCR Applicant/ PD, PPO/CD, CPO/C, RCSU (for Provincial Applicant) |
| 12. Properly labeled pictures (8”x10” in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU |
| 13. Location map and floor plan of magazine/storage facility and mode of stacking; and | Managing personnel of magazine/storage facility of the company |

| | |
|---|---|
| 14. **Endorsement from Provincial Director/City Director** (for Provincial Applicants). | Provincial Director, Police Provincial Office/City Director, City Police Office (PD, PPO/CD, CPO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder with softcopy of all documents at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php25,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| commitment slip | 3.3 Prepares endorsement & license for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorses to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse application to the Office of The Deputy Chief for Operation (TDCO) if no correction (An | None | 4 days | TCDS |

| | | | | |
|---|---|---|---|---|
| | electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | | | |
| | 3.10 Concurs/Non-concurs and endorses application to Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | C,PNP |
| | 3.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk, Message Centers, OCPNP/OTCDS |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php25,000.00** | **19 days** | |

## 2. Dealer's License (New)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing the importation, purchase, possession, sale, transfer and general business handling of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of selling/transfer of gunpowder, dynamite, explosives, explosive accessories or their ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original STATEMENT BANK RECEIPT (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **Application Form (PNP Form 6)**; | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter request a certified true copy of his/her valid company ID, (1) photocopy of one (1) valid gov't issued ID with 3 specimen signatures, Board of Director's Resolution/Director's Certificate/Special Power of Attorney (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Original and (1) notarized copy of Board of Director's Resolution/Secretary's Certificate or | Corporate secretary of the company |

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| Director's Certificate (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing); | |
| 5. Company Profile (Indicating the firm's history, date of establishment and line of business); | Company staff in-charge in administrative compliances |
| 6. Securities and Exchange Commission (SEC) Registration, Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for corporations/ partnerships);<br>Department of Trade and Industry (DTI) Registration, Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships); | Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI) |
| 7. **Original National Police Clearance of the authorized representative** (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY); | National Police Clearance Centers |
| 8. **Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients and/or Explosives/Explosive Ingredients are stored/warehoused** (notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/ eligibilities; medical history; and | Applicant/authorized representative/Managing personnel of the storage facility |

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| handwriting specimen; | |
| 9. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) from the supplier/s of the explosives/explosive ingredient/s; | Supplier of explosives/explosive ingredients |
| 10. **Inspection Reports** (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | I & E Section, EEMD-FEO (for NCR Applicant/ PD, PPO/CD, CPO/C, RCSU (for Provincial Applicant) |
| 11. Properly labeled pictures (8"x10" in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU |
| 12. Location map and floor plan of magazine/storage facility and mode of stacking; and | Managing personnel of magazine/storage facility of the company |
| 13. **Endorsement from Provincial Director, Provincial Police Office/City Director, City Police Office** (for Provincial Applicants). | Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder and with | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there | None | 5 minutes | Verifier, LPS-EMD |

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| softcopy of all documents at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | is/are lacking requirement/s | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php15,000.00 | 4 hour | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits | None | 1 hour & 30 minutes | C, EMD |

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| | application to the office of the Chief, Firearms and Explosives Office (C, FEO) | | | |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 3.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |

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| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk, Message Centers, OCPNP/OTCDS |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.1 Records, scans and releases approved license | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **19 days** | |

### 3. Purchaser's License (New)

Application for new Purchaser's License refers to the document issued to qualified persons or entities authorizing the purchase and possession of dynamite, explosives, explosive accessories or ingredients for use of mines, quarries, road construction, wrecking and for use in any other legal and lawful occupation.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of |

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| | written application) or entity desiring to engage in the business of using gunpowder, dynamite, explosives, explosive accessories or their ingredients for mining, quarrying, road construction, wrecking and other use in any other legal and lawful occupation. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original STATEMENT BANK RECEIPT (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **Application Form (PNP Form 6)**; | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter Request a certified true copy of his/her valid company ID, (1) photocopy of one (1) valid Gov't issued ID with 3 specimen signatures, Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Original and (1) notarized copy of Board of Director's Resolution/Secretary's Certificate or Director's Certificate (for companies with Branch Office in the Philippines (date should be within the same year as the year of filing); | Corporate secretary of the company |
| 5. Company Profile (Indicating the firm's history, date of establishment and line of business); | Company staff in-charge in administrative/logistical compliances |
| 6. Securities and Exchange Commission (SEC) Registration, Articles of Incorporation and By-laws with General Information Sheet (GIS) machine-validated) by SEC (for | Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI) |

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| corporations/ partnerships);<br>Department of Trade and Industry (DTI) Registration, Business Permit and Certificate of Capital invested in the business from the City or Municipal Treasurer (for sole proprietorships); | |
| 7. **Original National Police Clearance of the authorized representative** (Purpose: PNP Requirement/Business Requirement/Other Requirement ONLY); | National Police Clearance Centers |
| 8. **Signed Personal History Statement of the authorized representative and of company employees having access to the storage facility where explosives/explosive ingredients and/or Explosives/Explosive Ingredients are stored/warehoused** (notarized and should contain the following information: personal circumstances such as complete name, date and place of birth, city address, provincial address, complete name, date and place of birth of mother and father (deceased or not); education and training background; financial, investment and loan history; travel history (local and foreign); offense/criminal record; address history (for the past 10 years, please state inclusive dates); employment background; organizational affiliations (religious, socio-civic, professional); licenses/accreditations, certifications/ eligibilities; medical history; and handwriting specimen; | Applicant/authorized representative/Managing personnel of the storage facility |
| 9. **Process Flowchart** - Description of the process flow where the explosives/explosive ingredient/s will be used (including the purpose of the use of the explosives/explosive ingredient/s and the quantity/purity requirement to justify its procurement; must be prepared and signed by the | Personnel in-charge in the processing and handling of explosives/explosive ingredients |

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| person authorized to use the explosive/s, explosive ingredient/s); | |
| 10. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) from the supplier/s of the explosives/explosive ingredient/s; | Supplier of explosives/explosive ingredients |
| 11. **Inspection Reports** (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | I & E Section, EEMD-FEO (for NCR Applicant/ PD, PPO/CD, CPO/C, RCSU (for Provincial Applicant) |
| 12. Properly labeled pictures (8"x10" in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU |
| 13. Location map and floor plan of magazine/storage facility and mode of stacking; and | Managing personnel of magazine/storage facility of the company |
| 14. **Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO)** (for Provincial Applicants). | Provincial Director, Police Provincial Office (PD, PPO)/City Director, City Police Office (CD, CPO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if | None | 10 minutes | Statistician/Verifier, LPS-EMD |

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| folder with softcopy of all documents at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php5,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |

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| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosive | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |

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| s Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php5,000.00** | **13 days** | |

### 4. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of manufacturing gunpowder, dynamite, explosives, explosive accessories or their ingredients.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of manufacturing, explosives, explosive accessories or ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original STATEMENT BANK RECEIPT (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **(1) Photocopy of manufacturer's license to be renewed**; | Applicant/Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City |

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| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter request a certified true copy of his/her valid company ID, (1) photocopy of valid government issued ID with 3 specimen signatures and Board of Director's Resolution/Director's Certificate/Special Power of Attorney (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Original National Police Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement only); | National Police Clearance Centers |
| 5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | I & E Section, EEMD-FEO (for NCR Applicant/ PPO/CPO/RCSU (for Provincial Applicant) |
| 6. Properly labeled pictures (8"x10" in size) printed in photo paper and detailed Location plan of magazine and Floor plan; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU |
| 7. Notarized 12 months Consumption Report and Latest Monthly | Company staff in-charge in |

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| Consumption Report; | administrative/logistical compliances |
| 8. (1) photocopy of Delivery Receipt/s with attached Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PP/TME) or (1) photocopy of Bill of Lading with attached Permit to Unload (PTU); and | Company staff in-charge in administrative/logistical compliances |
| 9. **Additional Requirements:**<br>▪ Accreditation from the Mines and Geosciences Bureau (for mining companies);<br>▪ Certificate of registration of the business and certificate from the City or Municipality;<br>▪ Treasurer stating the capital invested (for blasting contractors);<br>▪ Copy of the Declaration of Real Estate Property were the explosives will be used for (private blasting work);<br>▪ Copy of contract with NASSCO (for salvagers of sunken vessels);<br>▪ Original and notarized copy of Board of Director's Resolution (date should within the same year of filing) (only when any one of the authorized representatives has resigned, or has been replaced/terminated by the company). | ▪ Mines and Geosciences Bureau<br>▪ City or Municipality<br>▪ City or Municipal Treasurer's office<br>▪ City Assessors Office<br>▪ National Steel and Shipbuilding Company (NASSCO)<br>▪ Applicant's company |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of penalties and | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |

| | | | | |
|---|---|---|---|---|
| Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | surcharges (if applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php25,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |

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| | 3.6 Approval/Disapproval | None | 3 days | Chief, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php25,000.00** | **5 days** | |

## 5. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of importation, purchase, possession, sale, transfer and general business handling of gunpowder, dynamite, explosives, explosive accessories or their ingredients.

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|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of dealing/selling, transfer of explosives, explosive accessories or ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original STATEMENT BANK RECEIPT (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **(1) Photocopy of dealer's license to be renewed**; | Applicant/ Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City |
| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter request a certified true copy of his/her valid company ID, (1) photocopy of valid government issued ID with 3 specimen signatures and Board of Director's Resolution/Director's Certificate/SPA (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Original National Police Clearance of the authorized representative (Purpose: PNP | National Police Clearance Centers |

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| Requirement/Business Requirement only); | |
| 5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | I & E Section, EEMD-FEO (for NCR Applicant/ PPO/CPO/RCSU (for Provincial Applicant) |
| 6. Properly labeled pictures (8"x10" in size) printed in photo paper and detailed Location plan of magazine and Floor plan; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/RCSU |
| 7. Notarized 12 months Consumption Report and Latest Monthly Consumption Report; | Company staff in-charge in administrative compliances |
| 8. (1) photocopy of Delivery Receipt/s with attached Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PP/TME) or (1) photocopy of Bill of Lading with attached Permit to Unload (PTU) | Company staff in-charge in administrative/logistical compliances |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non-compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip | | 5 minutes | Verifier, LPS- |

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|---|---|---|---|---|
| Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | to the applicant/client if there is/are lacking requirement/s | | | EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/Disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved license at | 4.1 Notify the applicant pertaining to the status of his/her/their | None | 5 minutes | Dispatching PNCO/Monitoring |

| | | | | |
|---|---|---|---|---|
| Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | application thru Viber and SMS | | | PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **5 days** | |

### 6. Purchaser's License (Renewal)

Application for renewal of Purchaser's License refers to the document filed at least 60 calendar days prior to its expiration date of qualified persons or entities authorizing them to continuously engage in the business of purchase and possession of dynamite, explosives, explosive accessories or ingredients for use of mines, quarries, road construction, wrecking and any other legal and lawful occupation.

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|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing license in which due for renewal to continuously operate their business of using/possessing explosives, explosive accessories or ingredients for mining, quarrying, road construction, wrecking and other legal lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Original Statement Bank Receipt (SBR)** (Special Bank Receipt) – Landbank; | Any branches of Land Bank of the Philippines |
| 2. **(1) Photocopy of purchaser's license to be renewed**; | Applicant/ Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City |
| 3. **Letter request** (signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility). Since the signatory is an authorized representative, he/she must attach to the letter request a certified true copy of his/her valid company ID, (1) photocopy of valid government issued ID with 3 specimen signatures and Board of Director's Resolution/Director's Certificate/Special Power of Attorney (for partnership and single proprietorship). (No alterations by any person except the signatory himself/herself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Original National Police Clearance of the authorized representative (Purpose: PNP Requirement/Business Requirement only); | National Police Clearance Centers |
| 5. Inspection Reports (Certification of Inspection of Magazine/Storage Facility, Magazine/Storage Facility Inspection Checklist, Summary of Inventory of explosives/explosive ingredient/s, Inventory of explosives/explosive ingredient/s, Security Survey) by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division- | ▪ I&E Section, EEMD-FEO<br>▪ PD, PPO/CD, CPO/C, RCSU |

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| Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant); | |
| 6. Properly labeled pictures (8”x10” in size) printed in photo paper and detailed Location plan of magazine and Floor plan; | Company staff in-charge in administrative/logistical compliances |
| 7. Notarized 12 months Consumption Report and Latest Monthly Consumption Report; | Company staff in-charge in administrative/logistical compliances |
| 8. (1) photocopy of Delivery Receipt/s with attached Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PP/TME) or (1) photocopy of Bill of Lading with attached Permit to Unload (PTU); and | Company staff in-charge in administrative/logistical compliances |
| 9. **Additional Requirements:**<br>▪ Accreditation from the Mines and Geosciences Bureau (for mining companies);<br>▪ Certificate of registration of the business and certificate from the City or Municipality;<br>▪ Treasurer stating the capital invested (for blasting contractors);<br>▪ Copy of the Declaration of Real Estate Property where the explosives will be used for (private blasting work);<br>▪ Copy of contract with NASSCO (for salvagers of sunken vessels);<br>▪ Original and notarized copy of Board of Director’s Resolution (date should within the same year of filing) (only when any one of the authorized representatives has resigned, or has been replaced/terminated by the company). | ▪ Mines and Geosciences Bureau<br>▪ City or Municipality<br>▪ City or Municipal Treasurer’s office<br>▪ City Assessors Office<br>▪ National Steel and Shipbuilding Company (NASSCO)<br>▪ Applicant’s company |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requireme | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

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| nts compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 30 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php5,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |

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| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/Disapproval | None | 3 days | Chief, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php5,000.00** | **5 days** | |

## 7. Manufacturer's License (Amendment)

Application for the amendment of Manufacturer's License refers to the document filed of the persons or entities with existing/valid manufacturer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of manufacturing explosives/explosive accessories or ingredients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid original License with original Statement of Bank Receipt (SBR) from Land Bank; | Applicant |
| 2. PNP Form 6 (Application Form); | Applicant |
| 3. **Letter request** (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility versus stock on hand), purity/grade. Since the signatory is an authorized representative, he must attach to the letter request a certified true copy of his valid company ID, (1) photocopy of valid government issued ID with 3 specimen signatures and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority | Applicant/Corporate secretary of the company |

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| to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the letter request shall be allowed); | |
| 4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (is <u>required only</u> when any one of the authorized representatives has <u>resigned</u>, or has been <u>replaced</u> or <u>terminated</u> by the company); | Corporate secretary of the company |
| 5. **Securities and Exchange Commission (SEC) Registration**, Articles of Inc. and By-laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility:<br>**Department of Trade and Industry (DTI) Registration**, Business Permit and Certificate of Capital invested in the business from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) **for Change of Company Name or Business Organization (CCNBO)** | Securities and Exchange Commission (SEC)<br><br>Department of Trade and Industry (DTI) |
| 6. Inspection Reports: **(for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients (ADCQEEI)**<br>7 <u>Certification of Inspection of Magazine/Storage Facility</u> (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD, FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>7. <u>Magazine/Storage Facility Inspection Checklist</u> (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO), Regional | Personnel conducted the inspection from PS/I&E Section-EEMD, FEO/PPO/CPO, RCSU and signed by COP, PS/C, EEMD-FEO/PD, PPO/CD/CPO/C, RCSU; |

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| Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>8. Summary of Inventory of explosive/s, explosive ingredient/s (prepared and signed by licensed applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO, Regional Civil Security Unit (RCSU (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>9. Inventory of explosive/s, explosive ingredient/s, (prepared and signed by licensed applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>10. Security Survey (conducted, prepared and signed by PNP personnel from the City Police Station (CPS)/Municipal Police Station (MPS) which exercises territorial jurisdiction based on the location of the storage facility) | Licensee/PD, PPO/CD, CPO/C, RCSU/I & E Section, EEMD-FEO<br><br>COP, CPS/MPS |
| 11. Properly labeled pictures (8”x10” in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel of PPO/CPO/I&E Section, EEMD-FEO/RCSU |

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| 12. Detailed Location map, Floor Plan of magazine and Mode of Stacking | Managing personnel of magazine/storage facility |
| 13. Notarized Latest Monthly Report and 12 Months Consumption Report | Company staff in-charge in administrative/logistical compliances |
| 14. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) (for provincial applicants only); **(for CMSFA and ADCQEEI)** | PD, PPO/CD, CPO |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & amendment of license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |

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| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D,CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 3. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved | None | 4 hours | Releasing Clerk/Dispatching |

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| Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | amended license | | | PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

### 8. Dealer's License (Amendment)

Application for the amendment of Dealer's License refers to the document filed of the persons or entities with existing/valid dealer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.

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| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of dealing explosives/explosive accessories or ingredients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Original License with Original Statement Bank Receipt (SBR) from Land Bank; | Applicant |
| 2. PNP Form 6 (Application Form); | Applicant |
| 3. **Letter request** (LR) signed by the authorized representative indicating, among others, the explosives/explosive | Applicant/Corporate secretary of the company |

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| ingredients to be procured, quantity (based on the capacity of their storage facility versus stock on hand), purity/grade. Since the signatory is an authorized representative, he must attach to the letter request a certified true copy of his valid company ID, (1) photocopy of valid government issued ID with 3 specimen signatures, and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the letter request shall be allowed); | |
| 4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (is required only when any one of the authorized representatives has resigned, or has been replaced or terminated by the company); | Corporate secretary of the company |
| 5. **Securities and Exchange Commission (SEC) Registration**, Articles of Inc. and By-laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility:<br>**Department of Trade and Industry (DTI) Registration**, Business Permit and Certificate of Capital invested in the business from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) **for Change of Company Name or Business Organization (CCNBO)** | Securities and Exchange Commission (SEC)<br><br>Department of Trade and Industry (DTI) |
| 6. Inspection Reports: **(for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients** | |

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| **(ADCQEEI)**<br>7. Certification of Inspection of Magazine/Storage Facility (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I&E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>8. Magazine/Storage Facility Inspection Checklist (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I&E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>9. Summary of Inventory of explosive/s, explosive ingredient/s (prepared and signed by license applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I&E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>10. Inventory of explosive/s, explosive ingredient/s, (prepared and signed by license applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (for Provincial Applicants) and Inspection & Enforcement Section, Education & | Personnel conducted the inspection from PS/I&E Section-EEMD, FEO/PPO/CDO, FES-RCSU and signed by COP, PS/C, EEMD-FEO/PD, PPO/CD/CPO/C, RCSU;<br><br>Licensee/PD, PPO/CD, CPO/C, RCSU/I&E Section, EEMD-FEO |

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| Enforcement Management Division-Firearms and Explosives Office (I&E Section, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>11. Security Survey (conducted, prepared and signed by PNP personnel from the City Police Station (CPS)/Municipal Police Station (MPS) which exercises territorial jurisdiction based on the location of the storage facility) | COP, CPS/MPS |
| 12. Properly labeled pictures (8"x10" in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel of PPO/CPO/I&E Section, EEMD-FEO/RCSU |
| 13. Detailed Location map, Floor Plan of magazine and Mode of Stacking | Managing personnel of magazine/storage facility |
| 14. Notarized Latest Monthly Report and 12 Months Consumption Report | Company staff in-charge in administrative/logistical compliances |
| 5. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) (for provincial applicants only); **(for CMSFA and ADCQEEI)** | PD, PPO/CD, CPO |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

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| and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & amendment of license for approval of Director, Civil Security Group | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, | None | 4 days | CS, CSG |

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| | CSG for corrections/ recommendation and will be submitted to D, CSG) | | | |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/disapproved applications to EMD, FEO | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 3. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved amended license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

## 9. Purchaser's License (Amendment)

Application for the amendment of Purchaser's License refers to the document filed of the persons or entities with existing/valid dealer's license for the purpose to: change of corporate/business name, address or change/additional of storage magazine, or increase/decrease the quantity of explosives/explosive ingredients, or additional/deletion of explosives/explosive ingredients.

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|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |

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| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing valid license desiring to amend/change their license engage in the business of using/possessing explosives/explosive accessories or ingredients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Valid Original License with Original Statement Bank Receipt (SBR) from Land Bank; | Applicant |
| 2. PNP Form 6 (Application Form); | Applicant |
| 3. **Letter request** (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be procured, quantity (based on the capacity of their storage facility versus stock on hand), purity/grade. Since the signatory is an authorized representative, he must attach to the letter request a certified true copy of his valid company ID, (1) photocopy of valid government issued ID and Board of Director's Resolution/Director's Certificate (for company with Branch Office in the Philippines) (for corporations)/Special Power of Attorney (for partnerships and sole proprietorships), as proof of his authority to transact on behalf of said entity. (No alterations by any person except the signatory himself, on the letter request shall be allowed); | Applicant/Corporate secretary of the company |
| 4. Updated Original and notarized copy of Secretary's Certificate / Board of Director's Resolution or Director's Certificate (is required only when any one of the authorized representatives has resigned, or has been replaced or terminated by the company); | Corporate secretary of the company |
| 5. **Securities and Exchange Commission (SEC) Registration**, Articles of Inc. and By-laws with General Information Sheet (GIS) machine-validated by SEC (for corporations/ partnerships); In case of change of storage facility:<br>**Department of Trade and Industry (DTI) Registration**, Business Permit and | Securities and Exchange Commission (SEC) |

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|---|---|
| Certificate of Capital invested in the business from the City or Municipality Treasurer (for sole proprietorships); (for Prov'l Applicants) **for Change of Company Name or Business Organization (CCNBO)** | Department of Trade and Industry (DTI) |
| 6. Inspection Reports: **(for Change of Magazine/Storage Facility Address (CMSFA) and Addition/Deletion or Change in Quantity of Explosives/Explosive Ingredients (ADCQEEI)**<br>16. Certification of Inspection of Magazine/Storage Facility (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division (I&E Sec, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>7. Magazine/Storage Facility Inspection Checklist (conducted, prepared and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division (I&E Sec, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>8. Summary of Inventory of explosive/s, explosive ingredient/s (prepared and signed by license applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) and Inspection & Enforcement Section, Education & Enforcement Management Division (I&E Sec, EEMD-FEO) (for NCR Applicants) which exercises territorial | Personnel conducted the inspection from PS/I&E Section-EEMD, FEO/PPO/CDO, FES-RCSU and signed by COP, PS/C, EEMD-FEO/PD, PPO/CD/CPO/C, RCSU;<br><br>Licensee/PD, PPO/CD, CPO/C, RCSU |

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|---|---|
| jurisdiction based on the location of the storage facility);<br>9. Inventory of explosive/s, explosive ingredient/s, (prepared and signed by license applicant and reviewed and signed by PNP personnel from the Provincial Police Office (PPO), Regional Civil Security Unit (RCSU) (for Provincial Applicants) (and Inspection & Enforcement Section, Education & Enforcement Management Division (I&E Sec, EEMD-FEO) (for NCR Applicants) which exercises territorial jurisdiction based on the location of the storage facility);<br>10. Security Survey (conducted, prepared and signed by PNP personnel from the City Police Station (CPS)/Municipal Police Station (MPS) which exercises territorial jurisdiction based on the location of the storage facility) | COP, CPS/MPS |
| 11. Properly labeled pictures (8"x10" in size) printed in photo paper; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/CPO/I&E Section, EEMD-FEO/RCSU |
| 12. Detailed Location map, Floor Plan of magazine and Mode of Stacking | Managing personnel of magazine/storage facility |
| 13. Notarized Latest Monthly Report and 12 Months Consumption Report | Company staff in-charge in administrative/logistical compliances |
| 14. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) (for provincial applicants only); **(for CMSFA and ADCQEEI)** | PD, PPO/CD, CPO |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & amendment of license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An | None | 4 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | | | |
| | 2.8 Approval/disapproval | None | 4 days | D, CSG |
| | 2.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 3. Claim approved amended license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved amended license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **12 days & 4 hours** | |

## 10. Foreman Blaster's License (New)

Application for new Foreman Blaster's License refers to the document issued to qualified persons authorizing to possess of dynamite, explosives, explosive accessories or their ingredients by workmen in mines, quarries, road construction, wrecking or for use in any other legal and lawful public or private works. Licensee must be a qualified blaster or must be Highly Technically qualified to handle explosives.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) employed with licensed companies authorized to possess/use dynamite, explosives, explosive accessories or their ingredients for blasting operation in mining, quarrying, road construction, wrecking and other legal lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Special Bank Receipt** from Land Bank; | Applicant |
| 2. PNP Form 6 (Application Form); | Applicant |
| 3. Updated Purchaser's License of the employer – (1) photocopy; | Applicant |
| 4. Letter request of applicant (State Purpose); | Applicant |
| 5. Original Clearances: (National Police Clearance and Philippine National Police Directorate for Intelligence PNP-DI)/Regional Intelligence Division (RID) Clearance); | National Police Clearance Center/Directorate for Intelligence, PNP |
| 6. Drug Test – Original; | Accredited Hospital/Drug Testing Center |
| 7. Valid Company ID – Authenticated photocopy; | Applicant |
| 8. **As per The Directorate for Intelligence (TDI) Memo, May 26, 2010 (Philippine Bomb Data Center (PBDC) Requirements)**<br>▪ Notarized Updated (1) Copy of | Applicant |

| | |
|---|---|
| Personal History Statement (PHS) with recent photograph of applicant;<br>▪ Ten-print taken by PNP Crime Laboratory;<br>▪ Brief statement of blasting procedure – (1) photocopy;<br>▪ Photographs and description of blasting materials/ equipment being used;<br>▪ Certificate of Employment from employer with a valid License to Possess Explosives;<br>▪ Certification from a certified/licensed mining engineer that applicant is capable of handling explosives (if applicant is not a licensed mining engineer);<br>▪ Endorsement from Chief, Regional Civil Security Unit (C, RCSU) & Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) (for Provincial Applicants); and<br>▪ Endorsement from Bureau of Mines (for mining and quarrying). | PNP Forensic Group<br>Applicant<br><br>Applicant<br><br>Company<br><br>Mining Engineer<br><br>C, RCSU & PD, PPO/CD, CPO<br>Bureau of Mines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/client have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Verifier/Action PNCO, LPS/TSS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php2,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach the Statement Bank Receipt (SBR) in the folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & new license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil | None | 3 days | C, FEO |

| | | | | |
|---|---|---|---|---|
| | Security Group (CS, CSG) | | | |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| City | | | | |
| **TOTAL** | | **Php2,500.00** | **13 days** | |

### 11. Foreman Blaster's License (Renewal)

Application for the renewal of Foreman Blaster's License refers to the document filed at least 60 calendar days prior to its expiration date of persons with valid/existing foreman blaster's license authorizing him/her to continuously possess dynamite, explosives, explosive accessories or their ingredients use in mines, quarries, road construction, wrecking or for use in any other legal and lawful public or private works.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person with blaster's license (subject for renewal) and employed with licensed companies authorized to possess/use dynamite, explosives, explosive accessories or their ingredients for blasting operation in mining, quarrying, road construction, wrecking and other legal lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original license to be renewed; | Applicant |
| 2. Original Special Bank Receipt (LBP); | Any Land Bank of the Philippines |
| 3. Updated Purchaser's License of the employer – (1) photocopy; | Licensee of purchaser's license where employed |
| 4. Letter request of applicant (State Purpose); | Applicant |
| 5. Original Clearances: (National Police and PNP DI/R2 Clearance); | National Police Clearance Centers/DI |
| 6. Drug Test; | Accredited Hospitals/Accredited drug testing centers |
| 7. Recent picture of the licensee (2x2); | Applicant |
| 8. Certification of safety handling from a licensed Mining Engineer to include (1) photocopy of updated PRC License; | Mining Engineer |
| 9. Updated copy of applicant's Personal | Applicant |

| | |
|---|---|
| History Statement (PHS) with recent photograph duly notarized; | |
| 10. Certification from the employer/ company; | Company |
| 11. Certificate of being capable of handling explosives from licensed mining engineer (if applicant is not a licensed mining engineer); | Company Mining Engineer |
| 12. Summary of Consumption/withdrawal Report or Notarized Affidavit of no consumption/withdrawal; | Company |
| 13. Endorsement from Chief, Regional Civil Security Unit (C, RCSU) & Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) (for Provincial Applicant); | C, RCSU & PD, PPO/CD, CPO |
| 14. Endorsement from Bureau of Mines (if company is a mining firm). | Bureau of Mines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php2,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & renewal of license for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |

| | | | | |
|---|---|---|---|---|
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php2,500.00** | **5 days** | |

### 12. Permit to Import (Manufacturer)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing manufacturer's license authorizing them to import explosives, explosive accessories or their ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing manufacturer's license desiring to import explosives, explosive accessories or their ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Special Bank Receipt** (Land Bank of the Philippines LBP); | Any branches of Land Bank of the Philippines |
| 2. Application Form (PNP Form 6); | Explosives Management Division, 3rd Floor FEO |

| | |
|---|---|
| | Building/Regional Civil Security Units |
| 3. (1) photocopy of valid Manufacturer's License; | Applicant/Company staff in-charge in administrative compliances |
| 4. **Letter request** (LR) signed by the authorized representative indicating the following:<br>- kind of explosives/explosives ingredients;<br>- quantity to be **imported**, based on storage capacity;<br>- purity/grade. | Applicant/Authorized representative of the company's licensee |
| 5. **Inspection Reports:**<br>- Certification of Inspection of Magazine/Storage Facility;<br>- Magazine/Storage Facility Inspection Checklist;<br>- Summary of Inventory of explosives/ explosive ingredients;<br>- Inventory of explosives/explosives ingredients;<br>- Security Survey by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant). | PD, PPO/CD, CPO/C, EEMD-FEO/C, RCSU |
| 6. Endorsement from Provincial Director, Provincial Police Office (PD, CD)/City Director, City Police Office and Chief, Regional Civil Security Unit (C, RCSU) (for Provincial applicants only); | PD, PPO/CD, CPO/C, RCSU |
| 7. Notarized Latest Monthly Report; | Company staff in-charge in administrative/logistical compliances |
| 8. Notarized 12 months Consumption Report. | Company staff in-charge in administrative/logistical compliances |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 3.8 Concurs/non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |

| | | | | |
|---|---|---|---|---|
| | 3.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk, Message Centers, OCPNP/OTCDS |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php6,000.00** | **19 days** | |

## 13. Permit to Import (Dealer)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing dealer's license authorizing them to import explosives, explosive accessories or their ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity with existing dealer's license desiring to import explosives, explosive accessories or their ingredients. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Special Bank Receipt** (Land Bank of the Philippines LBP); | Any branches of Land Bank of the Philippines |
| 2. Application Form (PNP Form 6); | Explosives Management Division, 3rd Floor FEO Building/Regional Civil Security Units |
| 3. (1) photocopy of valid Dealer's License; | Applicant/Company staff in-charge in administrative compliances |
| 4. **Letter request** (LR) signed by the authorized representative indicating the following:<br>- kind of explosives/explosives ingredients;<br>- quantity to be **imported**, based on storage capacity;<br>- purity/grade. | Applicant/Authorized representative of the company's licensee |
| 5. **Inspection Reports:**<br>- Certification of Inspection of Magazine/Storage Facility;<br>- Magazine/Storage Facility Inspection Checklist;<br>- Summary of Inventory of explosives/ explosive ingredients;<br>- Inventory of explosives/explosives ingredients;<br>- Security Survey by the Provincial Director, Provincial Police Office (PD, | PD, PPO/CD, CPO/C, EEMD-FEO/C, RCSU |

| | |
|---|---|
| PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant). | |
| 6. Endorsement from Provincial Director, Provincial Police Office (PD, CD)/City Director, City Police Office and Chief, Regional Civil Security Unit (C, RCSU) (for Provincial applicants only); | PD, PPO/CD, CPO/C, RCSU |
| 7. Notarized Latest Monthly Report; | Company staff in-charge in administrative/logistical compliances |
| 8. Notarized 12 months Consumption Report. | Company staff in-charge in administrative/logistical compliances |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | 3.8 Concurs/Non-concurs and endorses application to the Office of The Chief Director Staff (TCDS) | None | 2 days | D, CSG |
| | 3.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 3.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 3.11 Approval/disapproval | None | 5 days | CPNP |
| | 3.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk, Message Centers, OCPNP/OTCDS |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| Camp BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php6,000.00** | **19 days** | |

### 14. Permit to Import (Purchaser)

Application for Permit to Import refers to the document issued to persons/entities with valid/existing purchaser's license authorizing them to import explosives, explosive accessories or their ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing purchaser's license desiring to import explosives, explosive accessories or their ingredients for use in any lawful purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. **Special Bank Receipt** (Land Bank of the Philippines LBP); | Any branches of Land Bank of the Philippines |
| 2. **PNP Form 6** (Application Form); | Applicant |
| 3. (1) photocopy of valid purchaser's license; | Company staff in-charge in administrative compliances |
| 4. **Letter request** (LR) signed by the authorized representative indicating the following:<br>- kind of explosives/explosives ingredients;<br>- quantity to be **<u>imported</u>**, based on storage capacity;<br>- purity/grade. | Applicant/Authorized representative of the company's licensee |
| 5. **Inspection Reports:**<br>- Certification of Inspection of Magazine/Storage Facility;<br>- Magazine/Storage Facility Inspection Checklist;<br>- Summary of Inventory of | PD, PPO/CD, CPO/C, EEMD-FEO/C, RCSU |

| | |
|---|---|
| explosives/ explosive ingredients;<br>- Inventory of explosives/explosives ingredients;<br>- Security Survey by the Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO), Chief, Regional Civil Security Unit (C, RCSU) (for Provincial Applicant) and Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for NCR Applicant). | |
| 6. Endorsement from Provincial Director, Provincial Police Office (PD, CD)/City Director, City Police Office and Chief, Regional Civil Security Unit (C, RCSU) (for Provincial applicants only); | PD, PPO/CD, CPO/C, RCSU |
| 7. Notarized Latest Monthly Report; | Company staff in-charge in administrative/logistical compliances |
| 8. Notarized 12 months Consumption Report. | Company staff in-charge in administrative/logistical compliances |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Statistician & Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php6,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil | None | 3 days | C, FEO |

| | | | | |
|---|---|---|---|---|
| | Security Group (CS, CSG) | | | |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved permit | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| City | | | | |
| **TOTAL** | | **Php6,000.00** | **13 days** | |

### 15. Permit to Export (Manufacturer)

Application for Permit to Export refers to the document issued to persons/entities with existing/valid license to manufacture explosives/explosive ingredients issued by the C, PNP desires to export explosives/explosive ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with manufacturer's license desiring to export explosives, explosive accessories or its ingredients |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter request (LR) signed by the authorized representative Indicating the following:<br>- kind of explosives /explosive ingredients<br>- quantity | Applicant/Authorized representative of the company's licensee |
| 2. (1) Photocopy of valid Manufacturer's License; | Applicant/Company staff in-charge in administrative compliances |
| 3. Letter of Intent and End-User's Certificate of Consignee - Original Copy; | Consignee |
| 4. Certification from the consignee that the items will not be exported to a third party country - Original copy | Consignee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirem | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| ents compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & permit for approval of Chief, Philippine National Police (CPNP) | None | 1 hour | Processor, LPS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the | None | 2 days | C, FEO |

| | | | | |
|---|---|---|---|---|
| | Office of Chief of Staff, Civil Security Group (CS, CSG) | | | |
| | 2.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 2.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 2.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ recommendation and will be submitted to TCDS) | None | 4 days | TCDS |
| | 2.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 2.11 Approval/disapproval | None | 5 days | C,PNP |
| | 2.12 Records and forwards approved/disapproved applications to EMD, FEO | None | 1 day | Clerk, Message Centers, OCPNP/TCDS |

| | | | | |
|---|---|---|---|---|
| 3. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved permit | | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **18 days & 4 hours** | |

### 16. Permit to Export (Dealer)

Application for Permit to Export refers to the document issued to persons/entities with existing/valid license to deal explosives/explosive ingredients issued by the C, PNP desires to export explosives/explosive ingredients.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with manufacturer's license desiring to export explosives, explosive accessories or its ingredients |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter request (LR) signed by the authorized representative Indicating the following: | Applicant/Authorized representative of the company's licensee |

| | |
|---|---|
| - kind of explosives /explosive ingredients<br>- quantity | |
| 2. (1) Photocopy of Dealer's License | Applicant/Company staff in-charge in administrative compliances |
| 3. Letter of Intent and End-User's Certificate of Consignee - Original Copy; | Consignee |
| 4. Certification from the consignee that the items will not be exported to a third party country - Original copy | Consignee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 10 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued commitment slip | 2.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 2.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares endorsement & | None | 1 hour | Processor, LPS- |

| | | | | |
|---|---|---|---|---|
| | permit for approval of Chief, Philippines National Police (CPNP) | | | EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 2.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 2.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 2 days | C, FEO |
| | 2.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 2 days | CS, CSG |
| | 2.8 Concurs/Non-concurs and endorses application to the Office of The Chief Directorial Staff (TCDS) | None | 2 days | D, CSG |
| | 2.9 Counter-check documents and endorse to the Office of The Deputy Chief for Operation (TDCO) if no correction (An electronic copy of the application shall be provided to TDO for corrections/ | None | 4 days | TCDS |

| | | | | |
|---|---|---|---|---|
| | recommendation and will be submitted to TCDS) | | | |
| | 2.10 Concurs/Non-concurs and endorses application to the Office of Chief, Philippine National Police (CPNP) | None | 4 days | TDCO |
| | 2.11 Approval/disapproval | None | 5 days | C, PNP |
| | 2.12 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 1 day | Clerk, Message Centers, OCPNP/TCDS |
| 3. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 1 day | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **NO FEE** | **18 days & 4 hours** | |

## 17. Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients (PPME)

Application for Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients refers to the document issued to a licensed person or entities authorizing them to locally purchase/transfer and move explosives/explosive accessories or their ingredients from seller's magazine to the purchaser's magazine.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with valid license are authorize to locally purchase/transfer and move the explosives/explosive accessories or its ingredients from the seller's magazine to the purchaser's magazine or for transfer from main magazine to other magazine of the same licensee. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. (1) Photocopy of valid license; | Applicant/Company staff in-charge in administrative compliances |
| 2. Original Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any branches of Land Bank of the Philippines |
| 3. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be purchased/transfer, based on stock on hand and purity/grade. Indicate initial/full quantity and tentative date of delivery and route from origin to destination; | Applicant/Authorized representative of the company's licensee |
| 4. Notarized Latest Monthly Report; | Applicant/Company staff in-charge in the administrative/logistical compliances |
| 5. (1) Photocopy of previous Permit to Purchase/Transfer and Move Explosives/Explosive Ingredients, and Delivery Receipt/s; | Applicant/Company staff in-charge in administrative/logistical compliances |
| 6. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office | PD, PPO/CD, CDO/C, RCSU |

| | |
|---|---|
| (CPO) and Chief, Regional Civil Security Unit (C, RCSU). | |
| 7. For blasting contractor:<br>▪ Blasting Scheme<br>▪ Agreement or contract of the project w/ duration<br>▪ Certification from Provincial Director/City Director in the construction/establishment of an issuing magazine where the project is located<br>▪ Environmental Compliance Certificate (ECC) from Department of Environment and Natural Resources (DENR)<br>▪ Endorsement from Bureau of Mines and Geo-Science (BMGS) (Mining & Quarrying)<br>▪ Endorsement from Department of Energy (DOE) (Oil & Geothermal Exploration)<br>▪ Endorsement from Philippine Coast Guard (PCG) (Salvaging)<br>▪ Endorsement from Fertilizer and Pesticide Authority (PFA) (Fertilizer Formulator)<br>▪ Endorsement from Department of Public Works and Hi-ways (DPWH) (Road Construction, etc.)<br>▪ Endorsement from City Engineer's Office (development of subdivision)<br>▪ Endorsement from other government agencies. | Mining Engineer/Foreman Blaster<br>PD, PPO/CD, CDO<br>Department of Environment and Natural Resources (DENR)<br>Bureau of Mines and Geo-Science (BMGS)<br>Department of Energy (DOE)<br>Philippine Coast Guard (PCG)<br>Fertilizer and Pesticide Authority (PFA)<br>Fertilizer and Pesticide Authority (PFA)<br>City Engineering Office<br>Government Agencies |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 4. Attach Statement Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

## 18. Permit to Unload Explosive/Explosive Ingredients (PTUE)

Application for Permit to Unload Explosives/Explosive Ingredients refers to the document issued to licensed person or entities authorizing them to unload and transport imported explosives/explosives accessories or their ingredients from port of entry to magazine address indicated in the approved license.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government To Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing license (Manufacturer, Dealer or Purchaser) and permit to import are authorized to unload and transport imported explosives/explosive ingredients or its ingredients from port of entry to the explosives magazine as indicated in the approved license. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. (1) Photocopy of valid license; | Applicant/Company staff in-charge in administrative compliances |
| 2. Original Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any branches of Land Bank of the Philippines |
| 3. PNP Form No. 6 – Application to Unload Explosives from Vessels/Aircrafts and Transport to Destination; | Office of Explosives Management Division/ Regional Civil Security Unit |
| 4. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be **unloaded**, based on storage capacity versus stock on hand and purity/grade; | Applicant/Authorized representative of company's licensee |
| 5. (1) Photocopy of valid Permit to Import (Notarized monthly report); | Applicant/Company staff in-charge in administrative compliances |
| 6. Packing List/ Bill of Lading (for sea freight); | Applicant/Supplier of imported explosives/explosive ingredients |
| 7. Airway Bill (for air freight only)/ Proforma Invoice (for air freight only). | Applicant/ Supplier of imported explosives/explosive ingredients |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php.10/kg/ltr<br>-Php.05/mtr for (det. cords & safety fuse)<br>-Php.05/pc for (Blasting caps & connectors) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| the red folder to be submitted and receive the issued commitment | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php.10/kg/ltr**<br>**Php.05/mtr/**<br>**Php.05/pc** | **5 days** | |

### 19. Special Permit to Purchase and Move Explosive/Explosive Ingredients (SPPME)

Application for Special Permit to Purchase and Move Explosive/Explosive Ingredients refers to the document issued to unlicensed but qualified person or entities authorizing them to purchase locally the explosives/explosive accessories or its ingredients for a small amount and will be for one time use only.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government To Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity without existing license but qualified to acquire/purchase explosives/explosive accessories or its ingredients in maximum allowable quantity. |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Original Special Bank Receipt (LBP); | Any of the Land Bank of the Philippines |
| 2. PNP FORM 6A; | Office of Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building/Regional Civil Security Units |
| 3. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be **purchased,** purity/ grade; | Applicant/Authorized representative of the company's licensee |
| 4. If Corporation or Partnership, SEC Registration; | Any branches of Land Bank of the Philippines |
| 5. If Single Proprietorship, Department of Trade and Industry (DTI) Registration | Department of Trade and Industry (DTI) |

| | |
|---|---|
| 6. Business Permit; | Municipality/City office where the business is located |
| 7. Original National Police Clearance (Purpose: for Philippine National Police (PNP) Requirement, Business/Other requirement). | National Police Clearance Centers |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in red folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statemen | 3.1 Issue commitment slip if the | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| t Bank Receipt (SBR) in the red folder to be submitted and receive the issued commitment slip | requirements are complete, valid and correct | | | |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosive | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| s Office Building, Camp BGen Rafael T. Crame, Quezon City | | | | |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

**APPLICATION OF LICENSES AND PERMITS FOR FIRECRACKERS AND PYROTECHNIC DEVICES (FCPDS)**

**1. Manufacturer's License (New)**

Application for new Manufacturer's License refers to the document issued to qualified persons or entities authorizing them to possess explosive ingredients for use in the manufacture of authorized and allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of manufacturing, dealing in (within manufacturing site) and purchasing/using firecrackers and pyrotechnic devices with at least one (1) licensed pyro technician. |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Letter Request; | Applicant; |
| 2. Department of Trade and Industry (DTI) Certificate of Registration / Security and Exchange Commission (SEC) Registration; | Office of the Department of Trade and Industry (DTI)/ Security and Exchange Commission (SEC) |
| 5. Business/ Mayor's Permit from place of business; | Municipal/City Hall where the business established; |
| 6. Fire Safety Clearance from City or Municipality; | Nearest BFP where the business established |

| | |
|---|---|
| 7. Zoning Permit from City or Municipal Engineer (Stating that the complex is situated in the designated zone); | Engineering Department/Division, Municipal/City Hall |
| 8. Original Clearances: Police and Court Clearance; | National Police Clearance Center and Municipal/Metropolitan Trial Court/Regional Trial Court |
| 9. Original Copy of Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any Land Bank of the Philippines Branch |
| 10. Endorsement from Provincial Director, Provincial Police Office (PD, PPO) and Chief, Regional Civil Security Unit (C, RCSU) (For Provincial Applicant);<br><br>For Metro Manila Applicants shall file/submit through Chief, Firearms and Explosives Office, Philippine National Police (C, FEO-PNP); | ▪ PD, PPO/C, RCSU<br><br>▪ C, FEO-PNP |
| 11. Inspection Report attested by PNP Inspectors of Inspection and Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I & E Section, EEMD-FEO) (for Metro Manila Applicant); | C, EEMD-FEO |
| 12. Inspection Report duly noted by Provincial Director, Provincial Police Office (PD, PPO) (for Provincial Applicant); | PD, PPO |
| 13. Properly labeled pictures of warehouse (bodega/storage) and manufacturing complex:<br>▪ Mixing Station;<br>▪ Grinding Station;<br>▪ Packing Station;<br>▪ Magmimitsa Station;<br>▪ Loading Station. | Company staff who assisted/documented the inspection conducted by the personnel from PPO/RCSU/EEMD-FEO |
| 14. Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store; | Managing personnel of warehouse/processing area of the company/licensed pyro technician |
| 15. Certificate of Fireworks Safety Seminar; | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |

| | |
|---|---|
| 16. Resume/Bio-data of responsible Pyro-Technician; | Pyro-Technician of the company |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Records Custodian/Data Administrator, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php30,000.00 (valid for 3 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 4. Attach Statement Bank Receipt (SBR) in the yellow | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD | None | 30 minutes | Monitoring Clerk, |

| | | | | |
|---|---|---|---|---|
| folder to be submitted and receive the issued commitment slip | Database Monitoring System | | | LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |

| | | | | |
|---|---|---|---|---|
| | Division, Firearms and Explosives Office (EMD, FEO) | | | |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php30,000.00** | **13 days** | |

## 2. Manufacturer's License (Renewal)

Application for renewal of Manufacturer's License refers to the document issued to persons or entities with existing license in which due for renewal authorizing them to continuously possess explosive ingredients for use in the manufacture of authorized and allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing manufacturer's license authorizing to continuously engage in the business of manufacturing, dealing in (within manufacturing site) and purchasing/using firecrackers and pyrotechnic devices with at least one (1) licensed pyro technician. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request; | Applicant; |
| 2. Department of Trade and Industry (DTI) Certificate of Registration / Security and Exchange Commission (SEC) Registration; | Office of the Department of Trade and Industry (DTI)/ Security and Exchange Commission (SEC) |
| 3. Business/ Mayor's Permit from place of business; | Municipal/City Hall where the business established; |
| 4. Fire Safety Clearance from City or Municipality; | Nearest BFP where the business established |
| 5. Zoning Permit from City or Municipal Engineer (Stating that the complex is situated in the designated zone); | Engineering Department/Division, Municipal/City Hall |
| 6. Original Clearances: Police and Court Clearance; | National Police Clearance Center and Municipal/Metropolitan Trial Court/Regional Trial Court |
| 7. Original Copy of Special Bank Receipt (LBP); | Any Land Bank of the Philippines Branch |
| 8. (1) Photocopy of previous license; | Applicant |
| 9. Endorsement from Provincial Director, Provincial Police Office (PD, PPO) and Chief, Regional Civil Security Unit (C, RCSU) (For Provincial Applicant);<br><br>For Metro Manila Applicants shall file/submit through Chief, Firearms and Explosives Office, Philippine National Police (C, FEO, PNP); | ▪ PD, PPO/C, RCSU<br><br>▪ C, FEO, PNP |
| 10. Inspection Report attested by PNP Inspectors of Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (for Metro Manila Applicant); | I&E Section, EEMD-FEO |
| 11. Inspection Report duly noted by Provincial Director, Provincial Police Office (PD, PPO) (for Provincial Applicant); | PD, PPO |
| 12. Properly labeled pictures of warehouse (bodega/storage) and manufacturing complex: | Company staff who assisted/documented the inspection conducted by the personnel from |

| | |
|---|---|
| ▪ Mixing Station;<br>▪ Grinding Station;<br>▪ Packing Station;<br>▪ Magmimitsa Station;<br>▪ Loading Station. | PPO/RCSU/EEMD-FEO |
| 13. Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store; | Managing personnel of warehouse/processing area of the company/licensed pyro technician |
| 14. Certificate of Fireworks Safety Seminar; | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |
| 15. Notarized Resume/Bio-data of responsible Pyro-Technician; | Pyro-Technician |
| 16. 12 months consumption report; | Company staff in-charge in administrative compliances |
| 17. Previous Permit to Purchase Explosives Ingredients | Company staff in-charge in administrative compliances |
| 18. Copy of latest monthly report | Company staff in-charge in administrative compliances |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 10 minutes | Verifier/Action PNCO, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to | 2.1 Issue Order of Payment to the applicant/client | Php30,000.00 (valid for 3 | 4 hours | Verifier, LPS-EMD & Teller, |

| | | | | |
|---|---|---|---|---|
| Land Bank of the Philippines (LBP) | | years) | | LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D,CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ | None | 4 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | recommendation and will be submitted to D, CSG) | | | |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php30,000.00** | **13 days** | |

### 3. Dealer's License (New)

Application for new Dealer's License refers to the document issued to qualified persons or entities authorizing them to possess allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) or entity desiring to engage in the business of selling allowable firecrackers and pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request; | Applicant; |
| 2. Department of Trade and Industry (DTI) Certificate of Registration / Security and Exchange Commission (SEC) Registration; | Office of the Department of Trade and Industry (DTI)/ Security and Exchange Commission (SEC) |
| 3. Business/ Mayor's Permit from place of business; | Municipal/City Hall where the business established; |
| 4. Fire Safety Clearance from City or Municipality; | Nearest Bureau Fire Protection Station where the business established |
| 5. Original Clearances: Police and Court Clearance; | Nearest Police Station and Municipal/Metropolitan Trial Court/Regional Trial Court |
| 6. Original Copy of Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any Land Bank of the Philippines Branch |
| 7. Endorsement from Provincial Director, Provincial Police Office (PD, PPO) and Chief, Regional Civil Security Unit (C, RCSU) (For Provincial Applicant);<br><br>For Metro Manila Applicants shall file/submit through Chief, Firearms and Explosives Office, Philippine National Police (C, FEO, PNP); | PD, PPO/C, RCSU<br><br>C, EEMD-FEO |

| | |
|---|---|
| 8. Inspection Report attested by PNP Inspectors (for Metro Manila Applicant); | C, EEMD-FEO |
| 9. Inspection Report duly noted by Provincial Director, Provincial Police Office (PD, PPO) (for Provincial Applicant); | PD, PPO |
| 10. Properly labeled pictures of warehouse (bodega/storage) and Display Stall/Store; | Company staff who assisted/documented the inspection conducted by the personnel from PPO/RCSU/EEMD-FEO |
| 11. Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store; | Licensee/Managing personnel of warehouse/bodega and display stall/store |
| 12. Certificate of Fireworks Safety Seminar | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Records Custodian/Data Administrator, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 (valid for 3 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall | None | 4 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | | | |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **13 days** | |

## 4. Dealer's License (Renewal)

Application for renewal of Dealer's License refers to a persons or entities with existing licensing in which due for renewal to continuously possess allowable firecrackers and pyrotechnic devices for sale to the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with existing dealer's license authorizing to continuously engage in selling to the public the allowable quantity of firecrackers and pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request; | Applicant; |
| 2. Department of Trade Industry (DTI) Certificate of Registration / Security and Exchange Commission (SEC) Registration; | Office of the Department of Trade and Industry (DTI)/ Security and Exchange Commission (SEC) |
| 3. Business/ Mayor's Permit from place of business; | Municipal/City Hall where the business established; |
| 4. Fire Safety Clearance from City or Municipality; | Nearest Bureau of Fire Protection (BFP) where the business established |
| 5. Original Clearances: Police and Court Clearance; | Nearest Police Station and Municipal Trial Court (MTC)/Regional Trial Court (RTC) |
| 6. Original Copy of Special Bank Receipt (LBP); | Any Land Bank of the Philippines Branch |
| 7. (1) Photocopy of previous license; | Applicant/Company staff in-charge in administrative matters |
| 8. Endorsement from Provincial Director, Provincial Police Office (PD, PPO) and Chief, Regional Civil Security Unit (C, RCSU) (For Provincial Applicant);<br><br>For Metro Manila Applicants shall file/submit through Chief, Firearms and Explosives Office, Philippine National Police (C, FEO, PNP); | Provincial Director, Provincial Police Office (PD, PPO) and Chief, Regional Civil Security Unit (C, RCSU)<br><br>C, EEMD-FEO |

| | |
|---|---|
| 9. Inspection Report attested by PNP Inspectors from Inspection & Enforcement Section, Education & Enforcement Management Division-Firearms and Explosives Office (I&E Section, EEMD-FEO) (for Metro Manila Applicant); | C, EEMD-FEO |
| 10. Inspection Report duly noted by Provincial Director, Provincial Police Office (PD, PPO) (for Provincial Applicant); | PD, PPO |
| 11. Properly labeled pictures of warehouse (bodega/storage) and Display Stall/Store; | Company staff who assisted the inspection conducted by PPO/RCSU/EEMD-FEO |
| 12. Sketch of Location and Floor Plan of warehouse (bodega/storage) and Display Stall/Store; | Licensee/Managing personnel in-charge warehouse/bodega and display stall/store |
| 13. Certificate of Fireworks Safety Seminar; | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of penalties and surcharges (if applicable) | None | 10 minutes | Verifier/Action PNCO, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| Crame, Quezon City | | | | |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 (valid for 3 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, | None | 4 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | | | |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **13 days** | |

## 5. Fireworks Display Operator's License (New)

Application for new Fireworks Display Operator's License refers to a person's authorizing them to design, operate and perform fireworks display for the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person (at least 21 years old at the time of filing of written application) desiring to design, operate and perform fireworks display for the public. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Copy of Special Bank Receipt (LBP); | Any Land Bank of the Philippines Branch |
| 2. Letter request (state purpose):<br>- Certified (1) Photocopy of Manufacturer's and/or Dealer's License;<br>- Notarized Resume | Applicant/Company staff in-charge in administrative compliances |
| 3. Certification from the Manufacturer and/or Dealer that he is connected with the company; | Licensee/company staff in-charge in administrative matters |
| 4. Original or authenticated Fireworks Safety Training Course (FSTC) certificate. | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Verify if the applicant have existing license and computes quantity allowed (if applicable) | None | 10 minutes | Records Custodian/Data Administrator, LPS/SCS-EMD |
| | 1.3 Issue pre-evaluation slip to the | None | 5 minutes | Verifier, LPS- |

| | | | | |
|---|---|---|---|---|
| Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | applicant/client if there is/are lacking requirement/s | | | EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 (valid for 3 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Concurs/Non-concurs and endorses application to the office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the office of Director, Civil | None | 4 days | CS, CSG |

| | | | | |
|---|---|---|---|---|
| | Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | | | |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php15,000.00** | **13 days** | |

## 6. Fireworks Display Operator's License (Renewal)

Application for renewal of Fireworks Display Operator's License refers to a person with existing FDO license authorizing them to continuously design, operate and perform fireworks display for the public in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person with existing FDO license desiring to design, operate and perform fireworks display for the public. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Copy of Special Bank Receipt (LBP); | Any Land Bank of the Philippines Branch |
| 2. Letter request (state purpose):<br>- Certified (1) Photocopy of Manufacturer's and/or Dealer's License;<br>- Resume | Applicant |
| 3. Certification from the Manufacturer and/or Dealer that he is connected with the company; | Licensed Manufacturer/Dealer; |
| 4. Original or authenticated Fireworks Safety Training Course (FSTC) certificate. | Explosives Management Division-Firearms and Explosives Office (EMD-FEO) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Statistician & Verifier, LPS-EMD |
| | 1.2 Verify if the applicant/licensee have violation for non- compliance of existing laws, rules and regulations then computation of | None | 10 minutes | Verifier/Action PNCO, LPS/SCS-EMD |

| | | | | |
|---|---|---|---|---|
| Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | penalties and surcharges (if applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php15,000.00 (valid for 3 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & license for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/ transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | 3.6 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.7 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.8 Approval/disapproval | None | 4 days | D, CSG |
| | 3.9 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved license at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved license | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php15,000.00** | **13 days** | |

**7. Permit to Import (Manufacturer only)**

Application for Permit to Import refers to a licensed manufacturer of firecrackers and pyrotechnic devices who desires to import explosive ingredients for his manufacturing business in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Highly technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any persons/entity with valid manufacturer's license allowed to import explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request; | Applicant |
| 2. Original Copy of Special Bank Receipt (LBP); | Any Land Bank of the Philippines Branch |
| 3. (1) Photocopy of valid Manufacturer's License; | Applicant (Manufacturer's License); |
| 4. Summary of Acquisition & Disposition; and | Applicant |
| 5. Twelve (12) months Report | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed either initial or succeeding (if | None | 10 minutes | Statistician/Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | applicable) | | | |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | Issue Order of Payment to the applicant | Php5,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and received commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.1 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.2 Prepares endorsement & permit for approval of Director, Civil Security Group (D, CSG) | None | 1 hour | Processor, LPS-EMD |
| | 3.3 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.4 Concurs/Non-concurs and endorses/transmits application to the | None | 1 hour & 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | Office of the Chief, Firearms and Explosives Office | | | |
| | 3.5 Concurs/Non-concurs and endorses application to the Office of Chief of Staff, Civil Security Group (CS, CSG) | None | 3 days | C, FEO |
| | 3.6 Counter-check documents and endorse to the Office of Director, Civil Security Group (D, CSG) if no correction (An electronic copy of the application shall be provided to DD, CSG for corrections/ recommendation and will be submitted to D, CSG) | None | 4 days | CS, CSG |
| | 3.7 Approval/disapproval | None | 4 days | D, CSG |
| | 3.8 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 4 hours | Duty PNCO/Clerk, Message Center, CSG |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php5,000.00** | **13 days** | |

### 8. Permit to Purchase and Move Explosive Ingredients (PPMEIs)

Application for Permit to Purchase and Move Explosive Ingredients refers to a licensed manufacturer of firecrackers and pyrotechnic devices who desires to purchase locally explosive ingredients for his manufacturing business in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any person or entity with valid manufacturer's license allowed to purchase explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. (1) Photocopy of valid manufacturer's license; | Applicant |
| 2. Original Special Bank Receipt (LBP); | Any branches of Land Bank of the Philippines |
| 3. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be purchased/transfer, based on stock on hand and purity/grade. Indicate initial/full quantity and tentative date of delivery and route from origin to destination; | Applicant |
| 4. Notarized Latest Monthly Report; | Applicant |
| 5. Previous Permit to Purchase and Move Explosive Ingredients (PPMEI) | Applicant |

| | |
|---|---|
| and (1) Photocopy of Delivery Receipt/s; and | |
| 6. Endorsement from Provincial Director, Provincial Police Office (PD, PPO)/City Director, City Police Office (CD, CPO) and Chief, Regional Civil Security Unit (C, RCSU). | PD, PPO/CD, CPO/C, RCSU |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to the applicant/client | Php1,500.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |

| | | | | |
|---|---|---|---|---|
| 3. Attach the Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php1,500.00** | **5 days** | |

### 9. Permit to Unload Explosive Ingredients (PTUEIs)

Application for Permit to Unload Explosive Ingredients refers to document of a licensed manufacturer with existing permit to import authorizing them to unload/transport the imported explosive ingredients for the manufacturing of firecrackers and pyrotechnic devices in accordance with the Revised IRR of RA 7183, EO 28 and MO 31.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any licensed manufacturers with permit to import are allowed to unload/transport the imported explosive ingredients in the manufacture of firecrackers and pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. (1) Photocopy of valid manufacturer's license; | Applicant |
| 2. Original Special Bank Receipt (LBP); | Any branches of Land Bank of the Philippines |
| 3. PNP Form No. 6 – Application to Unload Explosives from Vessels/Aircrafts and Transport to Destination; | Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building/Regional Civil Security Units |
| 4. Letter request (LR) signed by the authorized representative indicating, among others, the explosives/explosive ingredients to be **unloaded**, based on storage capacity versus stock on hand and purity/grade; | Applicant |

| | |
|---|---|
| 5. (1) Copy of valid Permit to Import with Notarized monthly report; | Applicant |
| 6. Packing List/ Bill of Lading (for sea freight); and | Applicant |
| 7. Airway Bill (for air freight only)/Proforma Invoice (for air freight only). | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Computes quantity allowed (if applicable) | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php.10/KG/LT<br>Php0.05/mtr | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statemen | 3.1 Issue commitment slip if the | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| t Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | requirements are complete, valid and correct. | | | |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 3 days | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosive | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 4 hours & 10 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| s Office Building, Camp BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php0.10/kg/L**<br>**Php0.05/mtr** | **5 days** | |

**10. Permit To Transport (PTT)**

Application for Permit To Transport refers to permit given to any licensed manufacturer and/or dealer and person/s transporting firecrackers and pyrotechnic devices of more than one thousand (1,000) kilograms of finished products while proof of purchase from the registered dealer or manufacturer shall be sufficient for less than one thousand (1,000) kilograms.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any persons/entities with proof of purchase from licensed manufacturers, dealers and retailers are allowed to transport finished firecrackers and pyrotechnic devices of more than one thousand (1,000) kilograms. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request (State expected date of departure and, origin and point of destination); | Applicant |
| 2. Certified (1) Photocopy of Dealer's License; | Applicant/Records Custodian/Data Administrator, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City |
| 3. Proof of Purchase/Official Receipt; | Authorized Manufacturer or Dealer |
| 4. Original Copy of Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP). | Any branches of Land Bank of the Philippines |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php360.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the yellow folder to be submitted and receive the issued commitment slip | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 1 day | C, FEO |

| | | | | |
|---|---|---|---|---|
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 30 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php360.00** | **2 days & 50 minutes** | |

## 11. Special Permit for Fireworks Display (SPFD)

Application for Special Permit for Fireworks Display refers to authority given to licensed manufacturers/dealers of firecrackers and pyrotechnic devices to set up a fireworks show anywhere in the Philippines conducted by the licensed fireworks display operators only.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any licensed manufacturers/dealers of firecrackers and pyrotechnic devices allowed to set up a fireworks show performed by the licensed pyro technicians. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request (State Purpose); | Applicant |

| | |
|---|---|
| 2. Certified (1) Photocopy of Manufacturer's and/or Dealer's License; | Applicant/Records Custodian/Data Administrator, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City |
| 3. Original or Certified (1) Photocopy of the contract/Agreement duty notarized; and | Applicant |
| 4. Original Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any branches of Land Bank of the Philippines |
| 5. Fireworks Display Operator's (FDO) License. | Applicant/FDO licensee |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Verifier, LPS-EMD |
| | 1.2 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php3,000.00 | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt | 3.1 Issue commitment slip if the requirements are complete, valid and | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| (SBR) in the yellow folder to be submitted and receive the issued commitment slip | correct | | | |
| | 3.2 Encodes/scans application in EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 1 day | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 30 minutes | Releasing Clerk/Dispatching PNCO, EMD |

| | | | | |
|---|---|---|---|---|
| Camp BGen Rafael T Crame, Quezon City | | | | |
| **TOTAL** | | **Php3,000.00** | **2 days & 50 minutes** | |

**12. Retailer's Permit**

Application for Retailer's Permit refers to authority given to individual selling of firecrackers of not more than 50 kilograms of finished products and pyrotechnic devices of not more than 500 kilograms of finished products.

| | |
|---|---|
| **Office or Division:** | Licensing and Permit Section, Explosives Management Division (LPS, EMD), FEO |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business |
| **Who may avail:** | Any qualified individual authorized by the PNP to sell in the designated stall/store of not more than 50 kilograms for firecrackers and not more than 500 kilograms for pyrotechnic devices. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Original Copy of Special Bank Receipt (SBR) from Land Bank of the Philippines (LBP); | Any branches of Land Bank of the Philippines |
| 2. Previous copy of Retailer's Permit (original/(1) authenticated copy); | Applicant/Records Custodian/Data Administrator, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City |
| 3. Letter Request establishing the exact address where the selling will be done; | Applicant |
| 4. Business License/Mayor's Certificate; | Respective City/Municipal area where the store is located |
| 5. Authorization from the Dealer's owner; | Licensed dealer |
| 6. (1) Photocopy of Dealer's/Manufacturer License | Licensed dealer/manufacturer |
| 7. Fireworks Safety Training Certificate | Applicant/Secretariat, Fireworks Safety |

| | | | | |
|---|---|---|---|---|
| (original/authenticated copy) | | Seminar, Explosives Management Division-Firearms and Explosives Office | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit application and documentary requirements compiled in yellow folder at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted documents | None | 30 minutes | Statistician & Verifier, LPS-EMD |
| | 1.2 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirement/s | None | 5 minutes | Verifier, LPS-EMD |
| 2. Pay the necessary fee to Land Bank of the Philippines (LBP) | 2.1 Issue Order of Payment to applicant/client | Php2,000.00 (valid for 2 years) | 4 hours | Verifier, LPS-EMD & Teller, LBP |
| 3. Attach Statement Bank Receipt (SBR) in the | 3.1 Issue commitment slip if the requirements are complete, valid and correct | None | 5 minutes | Verifier, LPS-EMD |
| | 3.2 Encodes/scans application in EMD | None | 30 minutes | Monitoring Clerk, |

| | | | | |
|---|---|---|---|---|
| yellow folder to be submitted and receive the issued commitment slip | Database Monitoring System | | | LPS-EMD |
| | 3.3 Prepares endorsement & permit for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, LPS-EMD |
| | 3.4 Counter-check documents submitted | None | 5 minutes | C, LPS-EMD |
| | 3.5 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (Chief, FEO) | None | 1 hour 30 minutes | C, EMD |
| | 3.6 Approval/disapproval | None | 1 day | C, FEO |
| | 3.7 Records and forwards approved/disapproved applications to EMD, FEO | None | 30 minutes | Secretary of C, FEO |
| 4. Claim approved permit at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T Crame, Quezon City | 4.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching PNCO/Monitoring PNCO, LPS-EMD |
| | 4.2 Records, scans and releases approved permit | None | 30 minutes | Releasing Clerk/Dispatching PNCO, EMD |
| **TOTAL** | | **Php2,000.00** | **2 days & 50 minutes** | |

**OTHER ISSUANCES**

**1. Request verification and Certification (for court purposes)**

Refers to the verification/certification issued by the EMD, FEO intended for court hearing purposes and other legal purposes.

| | |
|---|---|
| **Office or Division:** | Special Concern Section, Explosives Management Division (SCS, EMD), FEO |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G-Government to Government |
| **Who may avail:** | Any persons and/or employee authorized by the court allowed to verify and ask for certification of individual records from EMD, FEO for court hearing purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request/Memo request (State Purpose); | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Letter request at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. | 1.1 Check the completeness, validity and correctness of submitted document | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.2 Issue commitment slip if the intention is valid and correct | None | 5 minutes | Action PNCO, SCS-EMD |
| | 1.3 Scans letter request and encodes details in EMD Database Monitoring System | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.4 Coordination with Records Custodian, LPS-EMD for the verification based on available records | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.5 Prepares verification or certification for approval of C, EMD | None | 1 hour | Action PNCO, SCS-EMD |
| | 1.6 Counter-check documents submitted | None | 5 minutes | C, SCS-EMD |

| | | | | |
|---|---|---|---|---|
| Crame, Quezon City | 1.7 Approval/disapproval | None | 4 hours | C, EMD |
| 2. Claim approved verification/ certification at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 2.1 Notify the applicant on the status of his/her/their request thru Viber, SMS and E-mail | None | 5 minutes | Action, PNCO |
| | 2.2 Records, scans and releases approved certification/verification | None | 10 minutes | Action PNCO, SCS-EMD |
| **TOTAL** | | **NO FEE** | **6 hours & 55 minutes** | |

**2. Request verification of explosives, explosive accessories and/or military ordnance (for law enforcement agencies)**

Refers to the record verification of explosives, military ordnance and the like recovered by the Law Enforcement Agencies (LEAs) possessed from any persons subject for investigation

| | |
|---|---|
| **Office or Division:** | Special Concern Section, Explosives Management Division (SCS, EMD), FEO |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G- Government to Government |
| **Who may avail:** | Any personnel authorized by Law Enforcement Agencies |

| | |
|---|---|
| | (LEAs) allowed to verify and ask for certification of individual records from EMD, FEO for investigation and other legal purposes. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request/Memo request (State Purpose); | Applicant |
| 2. Photo of recovered explosives/commercial explosives/military ordnance. | Applicant |
| 3. Incident Report or Police Blotter Report | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter/memo request at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted document | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.2 Issue commitment slip if the intention is valid and correct | None | 5 minutes | Action PNCO, SCS-EMD |
| | 1.3 Scans application and encodes details in EMD Database Monitoring System | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.4 Coordination with Records Custodian, LPS-EMD for the verification based on available records | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.5 Prepares verification or certification for approval of C, EMD | None | 1 hour | Action PNCO, SCS-EMD |
| | 1.6 Counter-check documents submitted | None | 5 minutes | C, SCS-EMD |
| | 1.7 Approval/disapproval | None | 4 hours | C, EMD |
| 2. Claim approved verification/ certificati | 2.1 Notify the applicant on the status of his/her/their request thru Viber, SMS and E-mail | None | 5 minutes | Action, PNCO |

| | | | | |
|---|---|---|---|---|
| on at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 2.2 Records, scans and releases approved certification/verification | None | 10 minutes | Action PNCO, SCS-EMD |
| **TOTAL** | | **NO FEE** | **6 hours & 55 minutes** | |

### 3. Request for comprehensive evaluation and analysis report

Refers to the request of individual entity/stakeholders for the evaluation of their new products containing chemicals to determine the risk of such products (high risk or low risk) or deletion from the PNP list of controlled chemicals.

| | |
|---|---|
| **Office or Division:** | Special Concern Section, Explosives Management Division (SCS, EMD), FEO |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business/G2G-Government to Government |
| **Who may avail:** | Any persons/entity requesting the comprehensive evaluation and analysis of their new products containing chemicals to determine its potential (high risk/low risk) as ingredients in the manufacture of Explosives/Explosive Ingredients. |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter Request; | Applicant |

| | |
|---|---|
| 2. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the products containing chemicals; | Applicant |
| 3. Sample products containing chemicals (if applicable) | Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit letter request and other documentary requirements at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted document | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.2 Issue commitment slip if the intention is valid and correct | None | 5 minutes | Action PNCO, SCS-EMD |
| | 1.3 Scans application and encodes details in EMD Database Monitoring System | None | 30 minutes | Action PNCO, SCS-EMD |
| | 1.4 Prepares memo endorsement to Philippine National Police Forensic Group (PNPFG) (pending activation of R & D Team) for signature of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Chemical Sub-Specialist, SCS-EMD |
| | 1.5 Counter-check documents submitted | None | 5 minutes | C, SCS-EMD |
| | 1.6 Concurs/Non-concurs and endorses/transmits application to the office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |
| | 1.7 Signature of memo endorsement to Philippine National Police Forensic Group (PNPFG) | None | 1 day | C, FEO |

| | | | | |
|---|---|---|---|---|
| | 1.8 Records and forwards to Philippine National Police Forensic Group (PNPFG) (Attn: Chemistry Division) | None | 1 hour | Dispatching PNCO, EMD |
| | 1.9 Receives and forwards to Chemist personnel, Chemistry Division, Philippine National Police Forensic Group (PNPFG) | None | 5 minutes | Duty Personnel, Chemistry Division, PNPFG |
| | 1.10 Conduct evaluation, research and/or test evaluation of submitted item containing chemicals and prepares Analysis Report | None | 17 days | Composed of Chemical Specialist, EOD Specialist and Academe pending the activation of Research and Development (R & D) Team |
| | 1.11 Records and forwards Analysis Report to Explosives Management Division-Firearms and Explosives Office (EMD-FEO) | None | 10 minutes | Duty Personnel, Chemistry Division, PNPFG |
| | 1.12 Records, scans and prepares Certification for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 30 minutes | Chemical Sub-Specialist, SCS-EMD |
| | 1.13 Counterchecks documents | None | 5 minutes | C, SCS-EMD |
| | 1.14 Concurs/Non-concurs and endorses/transmits application to the Office of the Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C, EMD |

| | | | | |
|---|---|---|---|---|
| | 1.15 Approval/disapproval | | 1 day | C, FEO |
| | 1.16 Records and forwards approved/signed Certification to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 2. Claim approved verification/ certification at Special Concern Section, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 2.1 Notify the applicant on the status of his/her/their request thru Viber and SMS | None | 10 minutes | Dispatching PNCO, EMD |
| | 2.2 Records, scans and releases approved certification | None | 20 minutes | Action PNCO, SCS-EMD |
| **TOTAL** | | **NO FEE** | **20 days** | |

4. **Issuance of coordination memo for Regional Directors, Police Regional Offices (RDs, PROs) where the transportation/movement transcend re Transportation and movement of explosive/explosives ingredients and/or controlled chemicals. – NO FEE**

Refers to the succeeding delivery of the remaining balance on Explosives/Explosive Ingredients and/or Controlled Chemicals as reflected in their Permit to Purchase and Move allowed to transport and move from the supplier's warehouse to their storage facility.

| | |
|---|---|
| **Office or Division:** | Technical Support Section, Explosives Management Division (TSS, EMD), FEO |
| **Classification:** | Complex |
| **Type of Transaction:** | G2C-Government to Citizen/G2B-Government to Business/G2G-Government to Government |
| **Who may avail:** | Any entity with existing valid PPME/PPMCC allowed to request the transportation and movement of their remaining quantity of Explosives/Explosive Ingredients and/or Controlled Chemicals. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request signed by the authorized representative indicating, among others, the explosives/explosives ingredients and/or controlled chemicals to be **purchased/moved/transferred,** mode of procurement (local purchase or importation), delivery date/s, quantity (based on average storage capacity versus stock on hand), purity/grade; | Applicant |
| 2. (1) Photocopy of the Permit to Purchase and Move Explosives (PPME)/Permit to Purchase and Move Controlled Chemicals (PPMCC)/Permit to Unload Explosives/Explosive Ingredients (PTUEEIs)/ Permit to Unload Controlled Chemicals (PTUCC) (back-to-back); | Applicant |
| 3. Previous Radio Message/s; and | TSS-EMD, FEO/Applicant |
| 4. Previous Delivery Receipt/s. | TSS-EMD, FEO/Applicant |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 1. Submit application and documentary requirements compiled in yellow folder for Firecrackers and Pyrotechnic Device (FCPDs), green folder for Controlled Chemicals (CCs) and red folder for Explosives /Explosive Ingredients (EEIs) at Receiving Area, Explosives Management Division, 3rd Floor, Firearms and Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | 1.1 Check the completeness, validity and correctness of submitted document | None | 30 minutes | Action PNCO, TSS-EMD |
| | 1.2 Computes allowable quantity/remaining quantity balance (if applicable | None | 30 minutes | Statistician/Verifier, LPS-EMD |
| | 1.3 Issue pre-evaluation slip to the applicant/client if there is/are lacking requirements | None | 5 minutes | Verifier, LPS-EMD |
| 2. Receive the issued | 2.1 Issue commitment slip if the requirements are | None | 5 minutes | Verifier, LPS-EMD |

| | | | | |
|---|---|---|---|---|
| commitment slip | complete, valid and correct | | | |
| | 2.2 Encodes/scans application to EMD Database Monitoring System | None | 30 minutes | Monitoring Clerk, LPS-EMD |
| | 2.3 Prepares coordination memo for approval of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour | Processor, TSS-EMD |
| | 2.4 Counter-check documents submitted | None | 5 minutes | C, TSS-EMD |
| | 2.5 Concurs/Non-concurs and endorses application to the Office of Chief, Firearms and Explosives Office (C, FEO) | None | 1 hour & 30 minutes | C. EMD |
| | 2.6 Approval/Disapproval | None | 3 days | C, FEO |
| | 2.7 Records and forwards approved/disapproved coordination memo to Explosives Management Division, Firearms and Explosives Office (EMD, FEO) | None | 30 minutes | Secretary of C, FEO |
| 3. Claim approved coordination memo at Releasing Area, Explosives Management Division, 3rd Floor, Firearms and | 3.1 Notify the applicant pertaining to the status of his/her/their application thru Viber and SMS | None | 5 minutes | Dispatching/ Monitoring PNCO, LPS-EMD |
| | 3.2 Records, scans and releases approved coordination memo | None | 4 hours & 10 minutes | Releasing PNCO/ Action PNCO, TSS-EMD |

| | | | | |
|---|---|---|---|---|
| Explosives Office Building, Camp BGen Rafael T. Crame, Quezon City | | | | |
| **TOTAL** | | **NO FEE** | **5 days** | |

| FEEDBACK AND COMPLAINTS MECHANISM | |
|---|---|
| How to send feedback | Filling-up of Client Satisfaction Survey |
| How feedbacks are processed | Consolidated, Reviewed and Evaluated |
| How to file a complaint | Letter complaint or Walk-in |
| How complaints are processed | Evaluated if found with probable cause endorsed to the Investigation Office for subsequent conduct of investigation |
| Contact Information of CCB, PCC, ARTA | Contact Center ng Bayan (CCB)<br>email@contactcenterngbayan.gov.ph<br>09088816565<br><br>Presidential Complaint Center (PCC):<br>pcc@malacanang.gov.ph<br>+63(2)-8736-8645/+63(2)-8736-8603 +63(2)-8736-8629+63(2)-8736-8621<br><br>Anti-Red Tape Authority (ARTA)<br>complaints@arta.gov.ph<br>8478-5093 |

# LIST OF OFFICES

| Office | Address | Contact Information |
|---|---|---|
| Firearms Licensing Division (FLD) | Firearms Licensing Division, FEO, Camp BGen Rafael T Crame, Quezon City | 09150842824<br>feo_fld@yahoo.com |
| Permits and Other Licenses (POL) Section, FLD | Firearms Licensing Division, FEO, Camp BGen Rafael T Crame, Quezon City | 09671486130 |
| Storage Section (SS), FLD | Firearms Licensing Division, FEO, Camp BGen Rafael T Crame, Quezon City | 09674814038 |
| Education and Enforcement Management Division (EEMD) | Education and Enforcement Management Division, FEO, Camp BGen Rafael T Crame, Quezon City | 09542303219<br>eemdfeocsg@gmail.com |
| Explosives Management Division (EMD) | Explosives Management Division, FEO, Camp BGen Rafael T Crame, Quezon City | 09982480120<br>09982747450 |
| Licenses and Permits Section (LPS), EMD | Explosives Management Division, FEO, Camp BGen Rafael T Crame, Quezon City | lpsemdfeo@gmail.com |
| Special Concerns Section (SCS), EMD | Explosives Management Division, FEO, Camp BGen Rafael T Crame, Quezon City | scsemdfeo@gmail.com |

**DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT**

**PNCO PLACEMENT AND PROMOTION DIVISION (PNCOD)**

## 1. Authentication of Civil Service Commission (CSC) Attested Appointments

Provides authentication of Civil Service Commission **(**CSC) Attested Appointments of promoted 2nd Level Police Commissioned Officers (PCOs) Nationwide and Police Non-Commissioned Officers (PNCOs) of the National Headquarters (NHQ).

| | |
|---|---|
| **Office or Division:** | Promotion and Attestation Section, PNCO Placement and Promotion Division (PNCOD), Directorate for Personnel and Records Management (DPRM) |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G – for government services whose client is a government employee or another government agency |
| **Who may avail:** | 1. All 2nd Level PCOs Nationwide; and<br>2. PNCOs promoted in the NHQ |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. 1 Original copy of Attested Appointment<br>2. 3 Photocopies of Attested Appointment | Civil Service Commission Field Office – Philippine National Police |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit the Original and Photocopy of Attested Appointment for authentication in the PNCOD message center window. | 1.1. Receive the Documents. | None | 2 Minutes | Designated Message Center Personnel |
| | 1.2. Check and validate the provided copies of attested appointment in the system/ storage. | None | 10 Minutes | Attestation Analyst/NUP Supervisor, Attestation Section |

| | | | | |
|---|---|---|---|---|
| | 1.3. Authenticate and validate copies of attested appointment. | None | 5 Minutes | Chief, Promotion and Attestation Section/Assistant Chief Promotion and Attestation Section/NUP Supervisor, Attestation Section |
| 3. Fill out data in the releasing logbook at the PNCOD Message Center window.<br>• Date of request<br>• Number of copies for authentication<br>• Name of the appointee<br>• Name of requesting party or representative<br>• Signature | 2.1. Release the authenticated photocopies of attested appointment. | None | 2 Minutes | Attestation Analyst |
| | 2.2. Inform the client to fill out the releasing logbook. | | 2 Minutes | Designated Message Center Personnel |
| | TOTAL: | None | 21 minutes | |

**NON-UNIFORMED PERSONNEL AFFAIRS DIVISION (NUPAD)**

**1.Authentication/Certification of Attested Appointment, Notice of Step Increment (NOSI), and Notice of Salary Adjustments (NOSA)**

This service caters to requests for the issuance of authenticated or certified true copies of attested Appointment documents, Notice of Step Increment (NOSI), and Notice of Salary Adjustment (NOSA) issued to Non-Uniformed Personnel (NUP). These authenticated documents are often required for various official purposes such as promotion, transfer, retirement processing, claims for benefits, or submission to other government agencies. The process ensures the legitimacy and accuracy of personnel records, in support of transparent and accountable human resource administration.

| | |
|---|---|
| **Office or Division:** | Non-Uniformed Personnel Affairs Division (NUPAD), DPRM |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G – for government services whose client is a government employee or another government agency |
| **Who may avail:** | All NUP PNP Wide |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| Photocopy of Attested Appointment/Duty signed NOSI and NOSA (3 copies) | Requesting party/from Office Files |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit the original photocopy of the attested appointment/NOSI/ NOSA in the NUPAD message center. | 1.1. Receive the Documents. | None | 2 Minutes | Message Center Personnel |
| | 1.2. Check and validate the provided copies of attested appointment/ NOSI/ NOSA in the system/ storage. | None | 10 Minutes | NUP Supervisor/ NUP In-Charge |
| | 1.3. Authenticate and validate | None | 10 Minutes | NUP Supervisor/ NUP In-Charge |

| | | | | |
|---|---|---|---|---|
| | copies of attested appointment/<br><br>NOSI/NOSA. | | | |
| 2. Fill out data in the releasing logbook at the message center window<br>• Date of request<br>• Number of copies for authentication<br>• Name of the appointee<br>• Name of requesting party or representative<br>• Signature | 2.1. Release the authenticated photocopies of attested appointment. | None | 2 Minutes | NUP Supervisor/<br><br>NUP In-Charge |
| | 2.2. Inform the client to fill out the releasing logbook. | None | 2 Minutes | Message Center Personnel |
| | TOTAL: | None | 21 Minutes | |

**MORAL AND WELFARE DIVISION**

**1.Automation on the Conferment of Awards, Issuance of Medalya ng Mabuting Asal through the PNP Online Awards System (POAS)**

Automatically generated by the system and issued in all PNP personnel.

| | |
|---|---|
| **Office or Division:** | Awards and Incentive Section, MWD, DPRM |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G – for government services whose client is a government employee or another government agency |
| **Who may avail:** | PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| System Generated (OPAIS) | N/A |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| PNP Online Awards System automatically generates periodic awards of Medalya ng Mabuting Asal daily (based on the encoded parameters of Medalya ng Mabuting Asal) MWD, DPRM has its own administrator accounts to monitor the generated award of Medalya ng Mabuting Asal. | 1. System generates periodic awards of Medalya ng Mabuting Asal. | None | N/A | System |
| | 2. Download and print the award of Medalya ng Mabuting Asal that was generated by the system. | None | 1 Day | AIS, MWD, DPRM Action PNCO |
| | 3. Checking and countersigned. | None | | Chief Clerk MWD, DPRM |
| | 4. Endorsed to publication Section for issuance of order to be signed by TDPRM. | | | Chief, AIS, MWD, DPRM |
| | | | | Asst. Chief, MWD, DPRM |
| | | | | Chief, MWD, DPRM |
| | | | | Chief, Publication Section, RMD, DPRM |
| | TOTAL: | None | 1 Day | |

## PERSONNEL PLANS AND POLICIES DIVISION (PPPD)

### 1.Processing of Foreign Travel Authority to Be Approved by CPNP and Napolcom

Foreign Travel Evaluation Board (FTEB) is created to select and recommend to the approving authority the best-qualified PNP personnel to be sent to participate in official mission abroad.

| | |
|---|---|
| **Office or Division:** | Personnel Plans and Policies Division (PPPD), DPRM |
| **Classifications:** | Highly Technical |
| **Type of Transaction:** | G2G – for government services whose client is a government employee or another government agency |
| **Who may avail:** | All PNP personnel (PCOs, PNCOs, and NUP) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Invitation Letter | 1. Unit Concerned |
| 2. FTSC Resolution | 2. FTSC Concerned |
| 3. Affidavit of Undertaking (Notarized) | 3. Personal |
| 4. Passport Bio page (1 Photocopy) | 4. Personal |
| 5. Medical Certificate | 5. PNPGH/RMDU |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. FTSC will endorse the Foreign Travel application to the FTEB Secretariat at Personnel Plans and Policies Division (PPPD), Message Center. | FTEB Action PNCO shall check the completeness of the documentary requirements submitted. If incomplete, it shall be returned to FTSC. If complete, shall proceed to the next step. | None | 10 minutes | Foreign Travel Evaluation Board Drafter/Action PNCO/NUP PPPD, DPRM |
| | 1.2. FTEB Action PNCO shall validate the names of participants, duration of | None | 1 Hour | Foreign Travel Evaluation Board Action PNCO/NUP PPPD, DPRM |

| | | | | |
|---|---|---|---|---|
| | the travel, funds to be used, and the previous or pending travel of the participants. If it complies with the minimum criteria under existing policies, it shall proceed to the next step. | | | |
| | 1.3 FTEB action PNCO shall prepare the FTEB resolution. | None | 30 minutes | Foreign Travel Evaluation Board Action PNCO/NUP PPPD, DPRM |
| | 1.4 FTEB action PNCO/NUP shall hand carry the FTEB Resolution to the FTEB members for their signature. | None | 4 Days | Foreign Travel Evaluation Board Action PNCO/NUP PPPD, DPRM |
| | 1.5 Upon obtaining the signature of the FTEB members, FTEB Action PNCO/NUP shall prepare the endorsement Memorandum to be signed by The Director for Personnel | None | 1 Hour | Foreign Travel Evaluation Board Action PNCO/NUP PPPD, DPRM |

| | | | | |
|---|---|---|---|---|
| | Records and Management (TDPRM). | | | |
| | 1.6 Upon approval of the endorsement memorandum by the Director for Personnel and Records Management, it shall be forwarded to the CPNP through TDC (if there is a fund<br><br>requirement), TCDS, TDCO, and TDCA for approval of the travel and other needed documents. | None | 4 days | Foreign Travel Evaluation Board Liaison PNCO |
| | 1.7 Upon approval of the CPNP, the application shall be endorsed to The National Police Commission (NAPOLCOM).<br>The FTSC's concerned PNCO shall hand carry the documents, including the | None | 1 Day for the submission of request to NAPOLCOM | Foreign Travel Evaluation Board Liaison PNCO |

| | | | | |
|---|---|---|---|---|
| | requests for the issuance of Foreign Travel Authority (FTA), to the NAPOLCOM. | | | |
| 2. FTEB Liaison PNCO shall forward the FTA to the concerned FTSC's Offices. | 2. Upon issuance of FTA, the FTEB Liaison PNCO shall forward the FTA to the FTSC. | None | 30 Minutes | Foreign Travel Evaluation Board Liaison PNCO |
| | TOTAL: | None | 10 Days, 2 Hours and 10 Minutes | |

**DISCIPLINE, LAW AND ORDER DIVISION (DLOD)**

**1.Issuance of DLOD Clearance**

Discipline, Law and Order Division (DLOD), Directorate for Personnel and Records Management Division (DPRM), as the only office, responsible for the issuance of Clearance/Certification to PNP personnel pertaining to PNP Administrative cases, to simplify PNP Personnel requirements and ensure the efficient reporting of case records of Uniformed and Non-Uniformed personnel, which is part of the Zero-Case Backlog Program on the strategic thrust of the CPNP on Discipline

| | |
|---|---|
| **Office or Division:** | Discipline, Law and Order Division (DLOD), DPRM |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G – for government services whose client is a government employee or another government agency |
| **Who may avail:** | PNP Personnel (Active and Retired Personnel) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Unit Endorsement (1 Original Copy) | 1. Present Unit of Assignment (*For Active Personnel*) Last Unit of Assignment (*For Retired Personnel*) |
| 2. Updated Unit DLOS Clearance/Non-Pending Case with Control Number | 2. Discipline, Law and Order Section (DLOS), Regional Personnel and Records Management Division (RPRMD/R1)/Administrative and |

| | |
|---|---|
| | Records Management Division (ARMD) |
| 3. Retirement Order from DPRM/R1 (Compulsory Retirement/Optional Retirement) (1 Authenticated Copy) | 3. Records Management Division (RMD), DPRM |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. The liaison officer of all units or the requesting personnel shall submit to DLOD Message Center window the request or endorsement from DLOS, RPRMD/ARMD with attached certification or non-pending case and retirement order if the purpose is retirement claims. In case of retired personnel, updated clearance from last unit/assignment is | 1.1. The Action Police Non-Commissioned Officer (PNCO) or Non-Uniformed Personnel (NUP) shall verify the authenticity of the requirements such as DLOS Clearance/ Certification and endorsement. | None | 1 Day | Duty Message Center - Action PNCO or NUP, DLOD |

| | | | | |
|---|---|---|---|---|
| required. | 1.2. Documents are checked by the processors concerned:<br><br>-If complete, processor drafts clearance to be signed by Chief Law and Order Section (LOS), DLOD.<br><br>-If incomplete, it will be returned to the Unit thru the respective liaison for completion of the lacking documents. | None | | *Action NUP/PNCO,* Law and Order Section *(LOS), DLOD* |
| 2. Receive requested Clearance from DLOD Message | 2.1. Issue clearance if the personnel have no | None | 1 Day | Chief, Law and Order Section (LOS), DLOD |

| | | | | |
|---|---|---|---|---|
| Center window. | pending case or Certification if with pending administrative case. | | | |
| | 2.2. The duty PNCO/NUP shall direct the liaison officer or requesting personnel to record the name and date of release of clearance or certification at the logbook located in DLOD Message Center Window. | None | | Duty Message Center - Action PNCO or NUP, DLOD |
| | TOTAL: | None | 2 Days | |

## RECORDS MANAGEMENT DIVISION

### 1. Updating and Issuance of Personal Data Sheet (PDS)/ General Information Sheet (GIS)

The Personal Data Sheet of the Philippine National Police is an official document that records comprehensive personal, educational, and professional details of a police officer or applicant. It includes personal information, family background, educational history, civil service eligibility, work experience, voluntary involvement, trainings attended, special skills, affiliations, awards received, and any legal or administrative cases. It is used for recruitment, promotion, assignment, and other personnel actions within the organization.

The General Information Sheet of the Philippine National Police is an official document that provides a summarized profile of a police officer for administrative and operational purposes. It typically includes essential personal details such as name, rank, position, service status, highest educational attainment, eligibility, latest mandatory training completed, record of appointments and promotions, and record of latest assignments and designations. Both the Personal Data Sheet and General Information Sheet also contain a declaration of the authenticity of the information provided.

| | |
|---|---|
| **Office or Division:** | Personnel Accounting and Information Section, Records Management Division, Directorate for Personnel and Records Management |
| **Classifications:** | Simple |
| **Type of Transaction:** | Office to Office/Individual to Office |
| **Who may avail:** | Different PNP Units/Offices, Government Agencies, Courts and Private Institutions, Individual PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Records Management Division Request Form/Letter/Memorandum request for updating and/or issuance of Personal Data Sheet (for Active/for Promotion purpose/for Reassignment Reference/for 201 file of personnel) or General Information Sheet (for Inactive/for Employment Reference/for Investigation Purposes) | Respective Units/Offices |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Fill up Records Management Division Request Form/ Send letter/memorandum request to Records Management Division Message Center window or submit documents needed for updating of personnel records.<br><br>*(Will be issued based on Privacy Act of 2012)* | 1.1 Receiving clerk at Records Management Division receive filled up request Records Management Division form/letter/memorandum request and records in the incoming monitoring system and forwards the same to the Personnel Accounting and Information Section; | None | 15 minutes | Action PNCO, Receiving Clerk, Records Management Division |
| | 2.1 Personnel Accounting and Information Section message center PNCO scan and record the received request and forward to validator/ memo/letter drafter for action; | | 10 minutes | Action PNCO, Verifier, Personnel Accounting and Information Section |
| | 3.1 Personnel Accounting and Information Section validator | | 1 hour | Action PNCO, Verifier and Drafter, Personnel Accounting and Information |

| | | | | |
|---|---|---|---|---|
| | validates the authenticity and completeness of submitted documents. Those not valid for updating/printing will return to Personnel Accounting and Information Section message center to be returned to Admin Office. Prints updated Personal Data Sheet/General Information Sheet/Draft reply letter/memorandum as transmittal and forward to Chief Personnel Accounting and Information Section/Chief, Records Management Division/The Director for Personnel and Records Management for signature. | | | Section |
| | 4.1 Return to Personnel Accounting and Information Section | | 5 minutes | Action PNCO, Verifier, Personnel Accounting and Information Section |

| | | | | |
|---|---|---|---|---|
| | message center after signature and forward to Admin Office for releasing; | | | |
| 2. Release of Personal Data Sheet/General Information Sheet at Message Center window | Release the Personal Data Sheet/General Information Sheet to requesting party/Dispatch the signed reply letter/ memorandum together with the Personal Data Sheet/General Information Sheet requested to requesting Office/Unit or Agency. | None | 10 minutes | Action PNCO, Receiving Clerk, Records Management Division |
| TOTAL: | | None | 1 hour and 40 minutes | |

## 2. Issuance of Service Record to Active and Inactive PNP personnel

Responsible for the verification/ counterchecking of all orders reflected in the Service Records of all PNP Personnel and ensure that they are in proper placement prior to printing and issuance.

| | |
|---|---|
| **Office or Division:** | Service Record Section, RMD, DPRM |
| **Classification:** | Simple |
| **Type of Transaction:** | Personnel to Office |
| **Who may avail:** | All active and inactive PNP members |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Endorsement from office/unit indicating the specific purpose for which the service record is intended to be used. | Applicant |

| | | | | |
|---|---|---|---|---|
| 2. For personnel absorbed in the PNP but no data in the OPRMS and no available PPF, requesting party shall submit the following documents:<br>a) 2x2 Picture in white background;<br>b) Two government-issued IDs (photocopied) with original signatures;<br>c) Service Record from former office/unit (Authenticated by the issuing unit);<br>d) Appointment order (Authenticated by issuing unit);<br>e) Absorption order (Authenticated by issuing unit);<br>f) Promotion Orders (Authenticated by issuing unit);<br>g) Retirement order (if retired) (Authenticated by issuing unit);<br>h) Implementing order of last duty status; and<br>i) Any appropriate orders, records or related documents. | | | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **1.** Submit Memorandum Request/ RMD Request Form/ Documentary Requirements to RMD Message Center window. | 1.1 Receive the Memorandum Request/ RMD Request Form/ Documentary Requirements and forward the same to the Service Record Processor (SRP); | None | 2 minutes | Receiving Clerk, Service Record Section |
| | 1.2 Verify and update the | | 5 minutes | Action PNCO/N |

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|---|---|---|---|---|
| | service record of applicant in the OPRMS; | | | UP, Service Record Section |
| | 1.3 Print the service record, sign, and forward to the Chief, Service Record Section; | | 3 minutes | Action PNCO/NUP, Service Record Section |
| | 1.4 Check, review, and sign the service record; | | 1 minute | Chief, Service Record Section |
| | 1.5 Countersign the service record; | | 1 minute | Asst Chief, RMD |
| | 1.5 Sign and return to Service Record Section; and | | 1 minute | Chief, RMD |
| | 1.6 Forward the updated service record to RMD Message Center for releasing. | | 1 minute | Releasing Clerk, Service Record Section |
| **2.** Receive the updated Service Record at the RMD Message Center window. | 2.1 Release the Service Record. | None | 1 minute | Releasing Clerk, RMD Message Center |
| | TOTAL: | None | 15 minutes | |

### 3. Issuance of Optional Retirement Order of PNP Non-Uniformed Personnel

Processes the applications of all PNP Non-Uniformed Personnel who opted for Optional Retirement.

| | |
|---|---|
| **Office or Division:** | Service Record Section, RMD, DPRM |
| **Classifications:** | Complex |
| **Type of Transaction:** | Personnel to Office |
| **Who may avail:** | All active PNP Non-Uniformed Personnel |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| | | | | |
|---|---|---|---|---|
| 1. Endorsement from office/unit;<br>2. Letter Request;<br>3. Affidavit of Irrevocable Undertaking to avail Optional Retirement; and<br>4. Updated Service Record. | | Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Documentary Requirements (Application for Optional Retirement) to RMD Message Center. | 1.1 Receive Documentary Requirements, validate records, and prepare routing slip/memo for approval of TDPRM, TCDS, and TCDA; | None | 1 day | NUP Optional Retirement Analyst, Service Record Section |
| | 1.2 Routing slip/memo shall be checked and countersigned by Chief, Service Record Section, verified correct and countersigned by Asst. Chief, RMD, and approve | | 1 day | Chief, Service Record Section; Asst Chief, RMD; and Chief, RMD |

| | | | | |
|---|---|---|---|---|
| | d and signed by Chief, RMD; | | | |
| | 1.3 Forward routing slip/memo to TDPRM, TCDS, and TCDA for approval; | | 3 days | Releasing Clerk, Service Record Section |
| | 1.4 Once approved, prepare routing slip for issuance of order; and | | 1 day | NUP Optional Retirement Analyst, SRS |
| | 1.5 Forward to Admin, RMD for dispatch to Publication Section for issuance of order. | | 1 day | Releasing Clerk, SRS |
| 2. Verify retirement order in the OPRMS. | 2.1 Publication Section shall issue the Optional Retirement | None | | Publication Section |

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|---|---|---|---|---|
| | order. | | | |
| | TOTAL: | None | 7 days | |

## 4. Issuance of Amendment of Retirement Order of PNP Personnel

Processes the issuance of Amendment in the Retirement Orders of PNP Personnel with discrepancies on the rank, name, unit, number of long pay, and retirement benefits.

| | |
|---|---|
| **Office or Division:** | Service Record Section, RMD, PRM |
| **Classifications:** | Complex |
| **Type of Transaction:** | Personnel to Office |
| **Who may avail:** | All Inactive PNP members |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Endorsement from PRBS.<br>2. Letter request with attached order/s to be amended (for walk-in applicants). | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. PRBS shall submit memo requesting for amendment of retirement order to RMD Message Center. For walk-in applicants, submit letter request to RMD Message Center. | 1.1 Receive memo/letter request and validate records of applicant through PAIS Section and Storage Section; | None | 2 days | Compulsory Retirement Analyst, Service Record Section |
| | 1.2 Once verified, prepare routing slip/memo for issuance of amendment order; | | 1 day | Compulsory Retirement Analyst, Service Record Section |

| | | | | |
|---|---|---|---|---|
| | 1.3 Routing slip/memo shall be checked and countersigned by Chief, Service Record Section, verified correct and countersigned by Asst. Chief, RMD, and approved and signed by Chief, RMD; and | | 1 day | Chief, Service Record Section<br>Asst Chief, RMD<br>Chief, RMD |
| | 1.4 Once approved, forward to Admin, RMD for dispatch to Publication Section for issuance of order. | | 1 day | Releasing Clerk, Service Record Section |
| 2. Follow-up Amendment Order at Publication Section. | 2.1 Publication Section shall issue the Amendment order. | None | | Publication Section |
| | TOTAL: | None | 5 days | |

## 5. Authentication and Production of Philippine National Police General and Special Orders, Statement of Asset, Net Worth and Liabilities and Police Personnel File

Provides authentication of General and Special Orders, Statements of Assets, Liabilities, and Net Worth (SALNs), and Police Personnel Files of active and inactive members of the Philippine National Police and former members of the defunct Philippine Constabulary, Integrated National Police.

| | |
|---|---|
| **Office or Division:** | Storage Section, Records Management Division, Directorate for Personnel and Records Management |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | All Active and Inactive PNP members and their dependents and other Government Agencies |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Letter Request, Unit Endorsement or RMD Request Form;<br>2. Special Power of Attorney/Authorization Letter (if thru representative);<br>3. Copy of orders, if available (for cross-matching purpose); and<br>4. One Photocopy of Valid Identification Cards with three specimen signatures as follows:<br>• Driver's License;<br>• PNP/Dependent's or Retiree's Identification Cards;<br>• National Identification Cards;<br>• Voter's Identification Cards;<br>• Passport Identification Cards;<br>• Senior Citizen's Identification Cards;<br>• Phil Heath Identification Cards;<br>• Pag-IBIG Identification Cards; and<br>• Tax Identification Cards. | Storage Section, Records Management Division, Directorate for Personnel and Records Management |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Documentary Requirements to RMD Message Center | 1.1 Receive request from the RMD Message Center | None | 5 minutes | Action Non-Uniformed, Client Relation, Storage Section, Records Management Division |
| | 1.2 Verify, print, reproduce and authenticate the requested documents. (For no record found in the initial verification, it will be subjected for cross-matching and proceed to step number 5) | | 15 minutes | Action Police Non-Commissioned Officer, Database Verifier and File Archivist, Storage Section, Records Management Division |
| | 1.3 Transmit to Section Senior PNCO, Chief Storage Section and Chief, RMD for signature and approval | | 15 minutes | Chief, Storage Section, Action PNCO, Senior PNCO, Storage Section, Records Management Division |

| | | | | |
|---|---|---|---|---|
| | 1.4 Release the authenticated orders thru the RMD Message Center | | 5 minutes | Action Non-Uniformed, Client Relation, Storage Section, Records Management Division |
| Total | | None | 4o minutes | |
| 2. Give additional details of the requested orders (e.g. Issuing unit, year of issuance, batch mates etc.) | 2.1 Cross-match the requested order in the PPF of all personnel enumerated or mentioned by the client. If records found, go back to steps number 2 to 4. | | 3 days | Action Police Non-Commissioned Officer, Database Verifier and File Archivist, Storage Section, Records Management Division |
| | 2.2 If no records found, transmit to concerned PROs, NSUs or OTAG, Armed Forces of the Philippines. | None | 14 days | Communication drafter, Section Senior PNCO, Chief, Storage Section and Chief, RMD |
| | 2.3 Upon receipt of reply from the concerned office/units, if affirmative | | 1 day | Action Police Non-Commissioned Officer, Communication Drafter, Storage Section, Records |

| | | | | |
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| | , include the submitted orders in the RMD Master File and go back to steps 2 to 4 and if no records found, prepare certificatio n and go back to steps number 3 and 4. | | | Management Division |
| 3. Received the authenticated Orders, SALN, PPF | Release the authenticat ed orders thru the RMD Message Center | | 5 minutes | Action Non-Uniformed, Client Relation, Storage Section, Records Management Division |
| **TOTAL** | | **None** | **18 days and 45 mins (If it involves records cross-matching)** | |

## 6. Correction of Entry and Changing of Birth Records of PNP Personnel

Processes the correction or change of birth records in all PNP records of active and inactive personnel of the Philippine Constabulary, Integrated National Police, and Philippine National Police.

| | |
|---|---|
| **OFFICE OR DIVISION:** | Storage Section, Records Management Division, Directorate for Personnel and Records Management |
| **CLASSIFICATION:** | Highly Technical |

| | |
|---|---|
| **TYPE OF TRANSACTION:** | G2C - Government to Citizen<br><br>G2G – Government to Government |
| **WHO MAY AVAIL:** | All active, inactive and dependents of Philippine National Police members |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Unit Endorsement;<br>2. PRO/NSU Birth Records Evaluation Committee Resolution;<br>3. Affidavit of Discrepancy;<br>4. Joint Affidavit of Two Disinterested Persons;<br>5. Original copy of PSA Birth Certificate with Receipt;<br>6. One photocopy of at least two government recognized Identification Cards as follows:<br>• Driver's License;<br>• PNP/Dependent's or Retiree's Identification Cards;<br>• National Identification Cards;<br>• Voter's Identification Cards;<br>• Passport Identification Cards; Senior Citizen's Identification Cards;<br>• Phil Heath Identification Cards;<br>• Pag-IBIG Identification Cards; and<br>• Tax Identification Cards.<br>7. One original or authenticated copy of at least two of the following documents:<br>• National Bureau of Investigation Clearance;<br>• Passport;<br>• School records;<br>• Baptismal Certificate; and<br>• Local Civil Registry Birth Certificate. | Storage Section, Records Management Division, Directorate for Personnel and Records Management |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit Documentary Requirement | 1.1. Received the request from the | | 5 minutes | Action Non-Uniformed, Client Relation, Storage |

| | | | | |
|---|---|---|---|---|
| s to RMD Message Center window. | RMD Message Center | | | Section, Records Management Division |
| | 1.2 Evaluate/Assess the submitted documents and cross-match to the existing RMD controlled records. For incomplete requirements, return to concerned unit. | | 30 minutes | Action PNCO, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.3 Preparation of communication to concerned PROs, NSUs for submission of Birth Records Evaluation Committee and Other relevant Documents | | 2 days | Action Police Non-Commissioned Officer, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.4 Upon Receipt of the Required Documents from concerned PNP Offices/Units | | 5 days | Birth records Evaluation Committee, PNP Philippine Regional Office/Units |
| | 1.5 Preparation of Communica | | 2 days | Action Police Non-Commissioned Officer, Birth |

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| | tion for Presentation of petition to BREB for deliberation. | | | records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.6 Preparation and signature of Board Resolution recommending the approval or disapproval of the petition. | | 2 days | Action Police Non-Commissioned Officer, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.7 For disapproved petition, transmit copy of Board Resolution to concerned office/unit. | | 2 days | Action Police Non-Commissioned Officer, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.8 Initiate correction to other issued orders and records bearing the same error. | | 5 days | Action Police Non-Commissioned Officer, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |
| | 1.9 Transmit to Personnel Accounting and Information System Section the approved request for correction of entry in the database. | | 1 day | Action Police Non-Commissioned Officer, Birth records Evaluation Board Secretariat, Storage Section, Records Management Division |

| | | | | |
|---|---|---|---|---|
| 2. Received the updated and/or amended Orders in the RMD Message Center window. | Release the authenticated amendment orders thru the RMD Message Center | | 5 minutes | Action Non-Uniformed, Client Relation, Storage Section, Records Management Division |
| | **TOTAL** | **NONE** | **19 days and 40 minutes** | |

## 7. Issuance of Certificate of Declared Legal Beneficiaries

This Office prepares and issues Certificate of Declared Legal Beneficiaries of PNP Personnel and former PC/INP personnel whether active or inactive, retired or deceased. Certificate of Declared Legal Beneficiary (CDLB) are required for various official purpose such as promotion, special assistance for Killed in Police Operation and Wounded in Police Operation, for death benefit claims of posthumously retired and separated personnel, for transfer of pension, for scholarship grant or Dependent Educational Assistance Program (DEAP), for issuance of Dependent ID and other claims.

| | |
|---|---|
| **Office or Division:** | Family Records, RMD, DPRM |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G- for government services whose client is a government employee or another government agency |
| **Who may avail:** | All active/ inactive PNP members dependents, Liaison, Authorized personnel with authorization and Other Agencies |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. For NHQ (Active PNP Personnel)<br>a. Unit Endorsement;<br>b. Request Form from RMD;<br>c. COMPUTERIZED Affidavit of Confirmation (NOTARIZED);<br>d. Original Philippine Statistics Authority CENOMAR / AOM both spouse (if married) (1 copy);<br>e. Original Philippine Statistics Authority Birth Certificate of PNP Personnel and Dependents (1 copy);<br>f. Original Philippine Statistics Authority Marriage Certificate (if married) 1 copy;<br>g. Original Philippine Statistics Authority Death Certificate (if deceased) 1 copy; | Applicant/Philippine Statistics Authority |

| | |
|---|---|
| h. Photocopy of ID with 3 signatures (1 copy); and<br>i. Pictures of PNP and Dependents with name tag (1 copy).<br><br>Note: *All Philippine Statistics Authority issued documents must be original with original receipt* | |
| 2. For inactive PNP Personnel:<br>a. Letter Request; and<br>b. Request Form from RMD. | Applicant/Unit |
| 3. For NSU's/ PRO'S Active PNP Personnel<br>a. Unit Endorsement; and<br>b. Request Form from RMD (DLB documents must uploaded to the Online Personnel Management System dashboard of PNP Personnel) | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.Submit Endorsement of respective Admin Offices/RMD. Request Form filled-Up by the requesting party at RMD Message centre window. (For Active Personnel) | 1. 1 Receives request and evaluate pertinent documents. | None | 5 minutes | Action PNCO/ Receiving Clerk/ Family Records Section |
| | 1.2 Assess and validate submitted documents. | | 5 minutes | Action PNCO/ Receiving Clerk/ Family Records Section |
| | 1.3 Scan documents. | | 10 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| | 1.4 Upload scanned documents online PRMS. | | 10 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| | 1.5 Update DLB of PNP Personnel in Online | | 15 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |

| | | | | |
|---|---|---|---|---|
| | PRMS. | | | |
| | 1.6 Print CDLB. | | 1 minute | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| | 1.7 Proof reading, review and notation of the CDLB. | | 5 minutes | Assistant Chief, Family Records Section |
| | 1.8 Final review and signature | None | 5 minutes | Chief, Family Records Section |
| | 1.9 For notation | | 5 minutes | Assistant Chief, Records Management Division |
| | 1.10 For approval and signature | | 10 minutes | Chief, Records Management Division |
| | 1.11 Scan and upload the duly signed CDLB to concerned PNP personnel dash board | | 5 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| 2. Submit Letter Request/ Submit Request Form filled up by the requesting party (Dependents, Liaison Authorized personnel, Other Agencies. (For inactive | 2.1 Received request and verify thru Online Personnel Records Management System if there are Declared Legal Beneficiary | None | 5 minutes | Action PNCO/ Receiving Clerk/ Family Records Section |

| | | | | |
|---|---|---|---|---|
| Personnel, dependents, Liaison, authorized representative) | Documents uploaded on OPRMS of personnel; | | | |
| | 2.2 If Declared Legal Beneficiaries of in active personnel has not been updated on Online Personnel Records Management System a certification will be issued | None | 10 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| | 2.3 Proof reading, review and notation of the certification; | | 15 minutes | Assistant Chief, Family Record Section |
| | 2.4 Final review and signature | | 2 minutes | Chief, Family Record Section |
| | 2.5 For notation | | 2 minutes | Assistant Chief, Records Management Division |
| | 2.6 For approval and signature | | 5 minutes | Chief, Records Management Division |
| | 2.7 Scan and upload the duly signed Certification to PNP personnel dash board | | 5 minutes | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |

| | | | | |
|---|---|---|---|---|
| | 2.8 Release Certification to the requesting person | | 1 minute | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| 3. Receive the requested CDLB or Certification at the RMD Message Center window. | 2.9 Release CDLB to the concerned PNP personnel | | 1 minute | Action Clerk/ Declared Legal Beneficiary Processor/ Family Records Section |
| | Total | None | 1 hour and 17 Minutes (for active personnel) and 46 Minutes (in active personnel) | |

**8. Processing of Applications for Local Leaves of PNP Personnel Assigned with NHQ for the Issuance of Leave Orders** (*Note: Except Leave of Directors/Heads of PNP Units)*

Provides leave orders of PNP personnel assigned with the National Headquarters such as those assigned in the Command Group, Area Police Commands, and Personal Staff.

| | |
|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G |
| **Who may Avail:** | All personnel assigned in NHQ and Liaison Officer of NHQ |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Endorsement from Unit (1 original) | Unit assignment |
| 2. Duly signed leave form/s (1 original) | Generated and printed from OPRMS Personal Dashboard of applicant |
| 3. Necessary requirements according to types of leave to be used (1 original copy)<br><br>Leave with requirements (*Sick leave, Magna Carta of Women, Solo Parent, Calamity, Violence Against Women*) | Authorized issuing office/agency |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant or unit liaison officer shall submit all the needed requirements at least five working days prior the intended leave to Leave Records Section (LRS) Message Center, Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon City | 1.1 Reviewing, receiving of application with complete requirements, and encoding in the monitoring system. | None | 5 minutes | Message Center Clerk, Leave Records Section |
| | 1.2 Drafting of leave orders and routing slip along with the requirements. | None | 15 minutes | Leave Orders Processor, Leave Records Section |
| | 1.3 Reviewing and countersigning of the routing slips, leave orders, and leave forms for the ranks of NUP to PMAJ, while C, RMD for the ranks of PLTCOL to PGEN. | None | 15 minutes | Chief, Leave Records Section, Leave Records Section |
| | 1.4 Updating the status of application in the monitoring system. | None | 10 minutes | Message Center Clerk/ Leave Records Section |
| | 1.5 Reviewing the leave orders and countersigning in the routing slip. | None | 1 hour | Assistant Chief, Records Management Division |
| | 1.6 Reviewing, signing the leave forms for the ranks of PLTCOL to PGEN, and countersigning the leave orders and routing slip. | None | 2 hours | Chief, Records Management Division |

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|---|---|---|---|---|
| | | | | |
| | 1.7 Assigning RMD Document Control Number and transmittal to DPRM Message Center. | None | 15 minutes | Receiving Clerk and Leave Records Section Message Center Clerk |
| | 1.8 Reviewing and countersigning on the leave orders and routing slips | None | 2 days | Admin Officer, DPRM<br><br>Chief, Publication Section, RMD<br><br>Executive Officer, DPRM<br><br>Deputy Director, DPRM |
| | 1.9 Reviewing, approving, and signing of the leave orders | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.10 Scanning, uploading of approved CLC orders in the OPRMS, and distribution of copy via email to the respective units of concerned personnel | None | 1 day | Publication Section Processor, Records Management Division, Directorate for Personnel and Records Management |
| | **Total** | **None** | **5 days** | |

**9. Processing of Issuance of Breakdown of Leave Credits (BLC) and Cumulation of Leave Credits (CLC) Orders of Inactive PNP Personnel for Commutation of Accumulated Leave Credits Claims** (Dismissed/AWOL/DFR/Terminated/Separated/Attrited/Resigned)

Provide the breakdown of leave credits and cumulation of leave credits orders of inactive PNP personnel who were already dismissed, on absent without official leave, dropped from the rolls, terminated, separated, and resigned as requirements for the claims of their commutation of accumulated leave credits.

| | |
|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G |
| **Who may Avail:** | Inactive PNP Personnel and their Dependents or Authorized Representative |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Duly filled-up RMD request slip form for personal request (1 original) | Leave Records Section Message Center, Records Management Division, Directorate for Personnel and Records Management, 2nd Floor, DPRM New Building |
| 2. Or request from last unit assignment (1 original) | Last unit assignment |
| 3. Service Record issued by RMD, DPRM (1 authenticated copy) | Service Records Section, Records Management Division, Directorate for Personnel and Records Management, 3rd Floor, DPRM New Building |
| 4. Separation Order (1 authenticated copy) | Records Management Division Message Center, Directorate for Personnel and Records Management, 3rd Floor, DPRM New Building |
| 5. Leave Credits from former unit/agency, if applicable (*those with other government service*) (1 authenticated copy) | Last unit assignment |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant or unit liaison officer shall submit the request along with the needed requirements to Leave Records Section (LRS) Message Center, Records Management Division (RMD), Directorate for | 1.1 Reviewing and receiving the request and encoding in the monitoring system. | None | 5 minutes | Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.2 Validation on the accuracy and completeness of Service Records and Leave Records in the OPRMS; updating of leave credits; generation and | None | 10 minutes | Leave Records Section Processor of Breakdown of Leave Credits, Records Management Division, Directorate for Personnel and Records Management |

| | | | | |
|---|---|---|---|---|
| Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon City | printing of BLC from the OPRMS; and initial signing of BLC | | | |
| | 1.3 Reviewing and countersigning of BLC. | None | 30 minutes | Chief, Leave Records Section and Assistant Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.4 Reviewing and signing of BLC | None | 30 minutes | Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.5 Scanning of BLC and uploading in the OPRMS | None | 5 minutes | Digitization Clerk, Leave Records Section Processor of Breakdown of Leave Credits, Records Management Division, Directorate for Personnel and Records Management |
| | 1.6 Preparation of CLC orders through the OPRMS and transmittal along with the original copies of BLC | None | 15 minutes | Cumulation of Leave Credits Orders Processor, Leave Records Section Processor of Breakdown of Leave Credits, Records Management Division, Directorate for Personnel and Records Management |
| | 1.7 Updating of status of application in the monitoring system. | None | 10 minutes | Leave Records Section Message Center Clerk, Records Management |

| | | | | |
|---|---|---|---|---|
| | | | | Division, Directorate for Personnel and Records Management |
| | 1.8 Assigning of RMD Document Control Number and transmittal to DPRM Message Center. | None | 15 minutes | Records Management Division Message Center PNCO/Clerk and Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.9 Reviewing of CLC orders and countersigning in the routing slip. | None | 2 hours | Assistant Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.10 Reviewing and countersigning of the CLC orders and routing slip. | None | 3 hours | Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.2 Reviewing and countersigning on the CLC orders and routing slips | None | 2 days | Admin Officer, Directorate for Personnel and Records Management<br><br>Chief, Publication Section, Records Management Division, Directorate for Personnel and Records Management<br><br>Executive Officer, Records Management Division, Directorate |

| | | | | |
|---|---|---|---|---|
| | | | | for Personnel and Records Management<br><br>Deputy Director, Directorate for Personnel and Records Management |
| | 1.3 Reviewing, approving, and signing of the CLC orders | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.4 Scanning, uploading of approved CLC orders in the OPRMS, and distribution of copy via email to the respective units of concerned personnel | None | 1 day | Publication Section Processor, Records Management Division, Directorate for Personnel and Records Management |
| | Tota | None | 4 days and 7 hours | |

## 10. Processing of Applications for Leave Abroad for the Approval, Issuance of Travel Authority, and Leave Abroad Orders

Process the application of leave abroad of PNP personnel for the approval of the Chief Philippine National Police, The Deputy Chief for Administration, The Chief Directorial Staff and for the Issuance of their Travel Authority which is to be issued by the SILG and NAPOLCOM.

| | |
|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G |
| **Who may Avail:** | All active PNP personnel without pending cases |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter endorsement from Chief Office/Unit or Duly signed leave forms (1 original copy) | Endorsement from present unit assignment<br><br>Leave forms can be downloaded from Online Personnel Records Management System |

| | |
|---|---|
| 2. Basic letter request, including the number of days, reason for leave and address while on leave (1 original copy) | Personal |
| 3. Certificate of Non-Pending Case from Unit Assignment (1 original copy) | Present unit assignment |
| 4. Certificate of Duty Status from Unit Assignment (1 original copy) | Present unit assignment |
| 5. DLOD Clearance (1 original copy) | Discipline Law and Order Division, Directorate for Personnel and Records Management |
| 6. Notarized Affidavit of Undertaking that the personnel is not a witness in a drug related case, otherwise the personnel has to secure a permission from the court (1 original copy) | Personal (template given by LRS, RMD) |
| 7. Current Passport (1 photocopy) | Personal |
| 8. Medical Certificate (if applying for sick leave) | Authorized Physician/Medical Practitioner |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Applicant or liaison officer shall submit the application with complete requirements at least 30 working days prior the intended leave to Leave Records Section (LRS) Message Center Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon | 1.1 Reviewing, receiving, and encoding of application in the monitoring system | None | 10 minutes | Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.2 Updating of leave credits, and printing of BLC. | None | 10 minutes | Processor of Breakdown of Leave credits, Records Management Division, Directorate for Personnel and Records Management |
| | 1.3 Preparation of memo endorsement , letter request for the issuance of TA, routing slips, quick | None | 30 minutes | Processor of Leave Abroad, Leave Records Section, Records Management Division, Directorate for Personnel and Records |

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| | look, and stamping of names of signatories in the leave forms | | | Management |
| | 1.4 Reviewing of prepared documents and countersigning of leave forms, BLC, and routing slip. | None | 15 minutes | Chief, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.5 Reviewing of documents and countersigning of routing slip | None | 30 minutes | Assistant Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.6 Reviewing, signing of leave forms, BLC, and routing slip | None | 1 hour | Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.7 Assigning of RMD Document Control Number, updating of status of applications in the RMD and LRS monitoring system, and transmittal to DPRM Message Center | None | 15 minutes | Records Management Division, Message Center Clerk and Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.8 Reviewing and countersigning in the | None | 2 days | Admin Officer, Directorate for Personnel and Records |

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| | routing slip | | | Management<br><br>Executive Officer, Records Management Division, Directorate for Personnel and Records Management<br><br>Deputy Director, Directorate for Personnel and Records Management |
| | 1.9 Reviewing of documents and signing of memo endorsement to TCDS/TDCA/ CPPNP | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.10 Recording in the DPRM Monitoring System, preparation of transmittal, and dispatching to OTCDS | None | 30 minutes | Message Center Police Non Commissioned Officer, Director for Directorate for Personnel and Records Management |
| | 1.11 Reviewing and countersigning of applications for the ranks of PLT to PGEN;<br><br>1.12 PNP approval for the ranks of Pat to PEMS;<br><br>1.13 Issuance of TA for NUP | None | 2 days | The Chief Directorial Staff |

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| | 1.14 Reviewing and countersigning of applications for the ranks of PCOL to PGEN;<br><br>1.15 PNP approval for the ranks of PLT to PLTCOL | None | 1 day | The Deputy Chief for Administration |
| | 1.16 PNP Approval for the ranks of PCOL to PGEN | None | 1 day | Chief, Philippine National Police |
| | 1.17 Updating of applications in the DPRM monitoring system and transmittal to RMD Message Center | None | 15 minutes | Message Center Police Non Commissioned Officer, Director for Directorate for Personnel and Records Management |
| | 1.18 Updating in the RMD monitoring system and transmittal to LRS Message Center | None | 15 minutes | Message Center Police, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.19 Updating in the LRS monitoring system | None | 5 minutes | Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.20 Dispatching to | None | 1 day | Leave Records Section Liaison |

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| | SILG/NAPOLCOM office of PNP approved applications | | | Officer to Office of the Secretary of the Interior and Local Government and National Police Commission |
| | 1.21 Approval of applications for leave abroad and issuance of Travel Authority | None | 15 days (*pursuant to NAPOLCOM Memorandum Circular No. 2019-003 dated July 1, 2019*) | Secretary of the Interior and Local Government for 3rd Level Officers<br><br>Vice Chairman and Executive Officer, and National Police Commission for 2nd Level Officers |
| | 1.22 Transmittal to DPRM of approved applications of 3rd Level Officers | None | 1 day | Liaison/Courier of Office of the Secretary of the Interior and Local Government and National Police Commission to PNP |
| | 1.23 Updating of status of applications in the DPRM monitoring system and transmittal to RMD | None | 30 minutes | Message Center Police Non-Commissioned Officer, Director for Directorate for Personnel and Records Management |
| | 1.24 Securing /receiving of approved applications and issued TA of 2nd Level Officers from NAPOLCOM office | None | 4 hours | Leave Records Section Liaison Officer to National Police Commission |
| | 1.25 Updating of status of applications in the LRS monitoring system | None | 15 minutes | Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and |

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| | | | | Records Management |
| | 1.26 Scanning of TA and uploading in the OPRMS | None | 5 minutes | Digitization Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.27 Preparation of leave abroad Orders and transmittal | None | 15 minutes | Leave Orders Processor, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.28 Reviewing and countersigning of leave abroad orders and routing slip | None | 10 minutes | Chief, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.29 Updating of status of application in the LRS monitoring system and transmittal to RMD message center | None | 5 minutes | Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.30 Reviewing of leave abroad and countersigning in the routing slip. | None | 1 hour | Assistance Chief, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.31 Reviewin | None | 1 hour | Chief, Records |

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| | g and countersigning of leave abroad orders and routing slip. | | | Management Division, Director for Directorate for Personnel and Records Management |
| | 1.32 Assigning of RMD Document Control Number and transmittal to DPRM Message Center. | None | 15 minutes | Message Center Police Non-Commissioned Officer, Records Management Division and Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.33 Reviewing and countersigning on the leave abroad orders and routing slips | None | 2 days | Admin Officer, Directorate for Personnel and Records Management<br><br>Chief, Publication Section, Records Management Division, Directorate for Personnel and Records Management<br><br>Executive Officer, Records Management Division, Directorate for Personnel and Records Management<br><br>Deputy Director, Directorate for Personnel and Records Management |

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| | 1.34 Reviewing, approving, and signing of leave abroad orders | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.35 Scanning, uploading of approved CLC orders in the OPRMS, and distribution of copy via email to the respective units of concerned personnel | None | 1 day | Publication Section Processor, Records Management Division, Directorate for Personnel and Records Management |
| | Total | None | 29 days, 20 hours, and 25 minutes | |

## 11. Processing of Applications for Leave of Heads of PNP Units/Directors for the Approval and Issuance of Leave Orders

Process the application for leave of heads of PNP units for the approval of the Chief Philippine National Police and subsequent issuance of leave orders upon approval.

| | |
|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G |
| **Who may Avail:** | All heads of PNP units |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Endorsement from Unit (1 original copy) | Present unit assignment |
| 2. Personal request (1 original copy) | Personal |
| 3. Duly signed leave form (1 original copy) | Downloadable from OPRMS personal dashboard |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit the applications with complete | 1.1 Reviewing, receiving, and encoding of application in the monitoring | None | 5 minutes | Leave Records Section Message Center Clerk, Records Management |

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| requirements personal or through Unit Liaison Officer at least 10 working days prior the intended leave to Leave Records Section (LRS) Message Center, Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon City | system | | | Division, Directorate for Personnel and Records Management |
| | 1.2 Updating of leave credits, and printing of BLC | None | 5 minutes | Breakdown of Credits Processor, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.3 Preparation of memo endorsement, routing slip, quick look, stamping of names of signatories, and sorting | None | 30 minutes | Leave Processor, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.4 Reviewing of prepared documents and countersigning of leave form, BLC, and routing slip. | None | 5 minutes | Chief, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.5 Updating of status of application and transmittal to Office of AC, RMD | None | 5 minutes | Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records |

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|---|---|---|---|---|
| | | | | Management |
| | 1.6 Reviewing of documents and countersigning of routing slip | None | 30 minutes | Assistant Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.7 Reviewing, signing of leave forms, BLC, and routing slip | None | 30 minutes | Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.8 Assigning of RMD document control number and updating of status of application in the RMD and LRS monitoring system and transmittal to DPRM Message Center | None | 15 minutes | Message Center Police Non-Commission Officer and Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.9 Reviewing and countersigning in the memo request and routing slip | None | 2 days | Admin Officer, Directorate for Personnel and Records Management<br><br>Chief, Publication Section, Records Management Division, Directorate for Personnel and Records Management<br><br>Executive |

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| | | | | Officer, Records Management Division, Directorate for Personnel and Records Management Deputy Director, Directorate for Personnel and Records Management |
| | 1.10 Reviewing of documents and signing of memo request to CPNP | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.11 Updating of status of applications in the DPRM monitoring system, preparation of transmittal, and dispatching to TCDS | None | 1 hour | Message Center Police Non-Commission Officer, Directorate for Personnel and Records Management |
| | 1.12 Reviewing and countersigning on the memo request to CPNP | None | 3 days | The Chief Directorial Staff<br><br>The Deputy Chief for Administrations |
| | 1.13 Approval of applications for leave | None | 1 day | Chief, Philippine National Police |
| | 1.14 Updating of status in the DPRM monitoring system and transmittal to RMD Message Center | None | 15 minutes | Message Center Police Non-Commission Officer, Directorate for Personnel and Records Management |
| | 1.15 Updating of status in the RMD and LRS monitoring system | None | 10 minutes | Message Center Police Non-Commission Officer and Leave Records |

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|---|---|---|---|---|
| | | | | Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.16 Preparation of leave orders and transmittal | None | 10 minutes | Leave Orders Processor, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.17 Reviewing and countersigning of leave orders and routing slip | None | 5 minutes | Chief, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.18 Updating of status of application in the LRS monitoring system and transmittal to office of AC, RMD | None | 5 minutes | Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.19 Reviewing of leave orders and countersigning in the routing slip | None | 30 minutes | Assistance Chief, Records Management Division, Director for |

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| | | | | Directorate for Personnel and Records Management |
| | 1.20Reviewing, countersigning of leave orders, and signing of routing slip | None | 30 minutes | Chief, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.21 Assigning of RMD Document Control Number and transmittal to DPRM Message Center | None | 15 minutes | Message Center Police Non-Commissioned Officer, Records Management Division and Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.22 Reviewing and countersigning on the leave orders and routing slip | None | 2 day | Admin Officer, Directorate for Personnel and Records Management<br><br>Chief, Publication Section, Records Management Division, Directorate for Personnel and Records Management<br><br>Executive Officer, Records |

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| | | | | Management Division, Directorate for Personnel and Records Management<br><br>Deputy Director, Directorate for Personnel and Records Management |
| | 1.23 Reviewing, approving, and signing of leave orders | None | 3 hours | The Director for Directorate for Personnel and Records Management |
| | 1.24 Scanning, uploading of approved leave orders in the OPRMS, and distribution of copy via email to the respective units of concerned personnel | None | 1 hour | Publication Section Processor, Records Management Division, Directorate for Personnel and Records Management |
| Total | | None | 9 days, 9 hours, and 8 minutes | |

## 12. Processing of Applications for Study Leave for the Approval, Issuance of Leave Orders, and Issuance of Reassignment Orders to PHAU, DPRM

Process the application for study leave of qualified PNP personnel who is a graduate of Bachelor of Laws or other courses in line with the mandate of the PNP that requiring the passing of the Board such as criminology, nursing, dentistry, accountancy and other bachelor's degree who desires to take the Bar/Board examinations/Master's Degree with thesis. It is for the approval of the Director for Personnel and Records Management for first timer applicants, and Chief Philippine National Police for 2nd timer and subsequent issuance of leave orders upon approval.

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|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Complex |
| **Type of Transaction:** | G2G |

| **Who may Avail:** | All qualified PNP personnel |
|---|---|
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Letter endorsement from Chief Office/Unit (1 original copy) | Present unit assignment |
| 2. Personal letter request (1 original copy) | Personal |
| 3. Personal Data Sheet from OPRMS (1 authenticated copy) | Immediate Unit |
| 4. Duly accomplished CSC leave form (1 original copy) | Downloadable from OPRMS personal dashboard |
| 5. Latest Service Records from RMD, DPRM (1 authenticated copy) | RMD, DPRM |
| 6. IPER for 2 consecutive semesters (1 authenticated copy) | Present unit assignment |
| 7. Attested permanent appointment (1 authenticated copy) | Personal copy |
| 8. Transcript of Records/Diploma (1 authenticated copy) | School/university attended |
| 9. Non-Pending Case from Unit (1 original copy) | Present unit assignment |
| 10. DLOD Clearance (1 original copy) | DLOD, DPRM |
| 11. Notarized Affidavit of Undertaking (1 original copy) | Template provided by DPRM |
| 12. Certificate of No Outstanding Service Obligation from previous foreign/local scholarship/training (1 original copy) | Present unit assignment |
| 13. Medical Certificate (Physically and Mentally Fit) (1 original copy) | Hospital/Clinic |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1.1 Submit the applications with complete requirements personal or through Unit Liaison Officer at least 30 working days prior the intended leave (*60 working days during election period*) leave to | 1.1 Reviewing, receiving, and encoding of application in the monitoring system | None | 5 minutes | Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.2 Updating of leave credits, and printing of BLC | None | 5 minutes | Breakdown of Credits Processor, Leave Records Section, Records Management Division, |

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| Leave Records Section (LRS) | | | | Directorate for Personnel and Records Management |
| Message Center, Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon City | 1.3 Preparation of memo endorsement, routing slip, quick look, stamping of names of signatories, and sorting of attachments | None | 30 minutes | Leave Processor, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.4 Reviewing of prepared documents, countersigning of leave form, BLC, and routing slip | None | 15 minutes | Chief, Leave Records Section, Records Management Division, Directorate for Personnel and Records Management |
| | 1.5 Updating of status of application and transmittal to Office of AC, RMD | None | 10 minutes | Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.6 Reviewing of documents and countersigning of routing slip | None | 2 hours | Assistant Chief, Records Management Division, Directorate for Personnel and Records Management |
| | 1.7 Reviewing, signing of leave forms, BLC, and routing slip | None | 2 hours | Chief, Records Management Division, Directorate for Personnel and |

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| | | | | Records Management |
| | 1.8 Assigning of RMD Document Control Number and transmittal to DPRM Message Center and updating of status of application in the LRS monitoring system | None | 20 minutes | Message Center Police Non-Commissioned Officer, Records Management Division and Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.9 Reviewing and countersigning in the memo request and routing slip | None | 3 days | Admin Officer, Directorate for Personnel and Records Management<br><br>Executive Officer, Directorate for Personnel and Records Management<br><br>Deputy Director, Directorate for Personnel and Records Management |
| | 1.10 **First Timer** Reviewing and approving of applications<br><br>1.11 **Second Timer** Signing of memo request to CPNP | None | 1 day | The Director for Personnel and Records Management |

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|---|---|---|---|---|
| | 1.12 Updating of status of applications in the DPRM monitoring system and transmittal to OTCDS | None | 1 hour | Message Center Police Non-Commission Officer and Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| | 1.13 Reviewing and countersigning on the memo request to CPNP | None | 6 days | The Chief Directorial Staff<br><br>The Deputy Chief for Administrations |
| | 1.14 Approval of applications for leave of 2nd timer | None | 3 days | Chief, Philippine National Police |
| | 1.15 Updating of status of leave in the DPRM monitoring system and transmittal to RMD Message Center | None | 15 minutes | Message Center Non-Commission Officer, Directorate for Personnel and Records Management |
| | 1.16 Updating of status of applications in the RMD and LRS monitoring system | None | 15 minutes | Message Center Non-Commission Officer and Leave Records Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |

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| | 1.17 Preparation of leave orders and transmittal | None | 15 minutes | Leave Orders Processor, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.18 Reviewing and countersigning of leave orders and routing slip | None | 10 minutes | Chief, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.19 Updating of status of leave orders in the LRS monitoring system and transmittal to office of AC, RMD | None | 5 minutes | Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.20 Reviewing of leave orders and countersigning in the routing slip | None | 2 hours | Assistance Chief, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.21 Reviewing, countersigning of leave orders, and signing of routing slip | None | 2 hours | Chief, Records Management Division, Director for Directorate for |

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|---|---|---|---|---|
| | | | | Personnel and Records Management |
| | 1.22 Assigning of RMD Document Control Number and transmittal to DPRM Message Center | None | 15 minutes | Message Center Police Non-Commissioned Officer, Records Management Division and Message Center Clerk, Leave Records Section, Records Management Division, Director for Directorate for Personnel and Records Management |
| | 1.23 Reviewing and countersigning on the leave orders and routing slip | None | 4 days | Admin Officer, Directorate for Personnel and Records Management<br><br>Chief, Publication Section, Records Management Division, Directorate for Personnel and Records Management<br><br>Executive Officer, Records Management Division, Directorate for Personnel and Records Management<br><br>Deputy Director, |

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| | | | | Directorate for Personnel and Records Management |
| | 1.24 Reviewing, approving, and signing of leave orders | None | 1 day | The Director for Directorate for Personnel and Records Management |
| | 1.25 Scanning, uploading of approved leave orders in the OPRMS, and distribution of copy via email to the respective units of concerned personnel | None | 1 day | Publication Section Processor, Records Management Division, Directorate for Personnel and Records Management |
| Total | | None | 19 days, 11 hours, and 66 minutes | |

## 13. Processing of Authentication of Breakdown of Leave Credits

Provides authenticated copy of breakdown of leave credits of inactive PNP personnel to be used for claims of commutation of accumulated leave credits and for transfer of available leave credits for those who transferred to other government.

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|---|---|
| **Office or Division:** | Leave Records Section, Records Management Division (RMD), DPRM |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G |
| **Who may Avail:** | Inactive personnel and their dependents or authorized representatives |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Duly filled up RMD request slip form (1 original copy) | LRS Message Center, 2nd Floor, DPRM New Building |
| 2. Copy of BLC for reference (1 photocopy) | Personal copy |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit the | 1.1 Reviewing, | None | 15 minutes | Leave Records |

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| request form to Leave Records Section (LRS) Message Center, Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) 2nd Floor, DPRM New Building, Camp BGen Rafael T Crame, Quezon City<br><br>2. Receive the authenticated copy | receiving, and encoding of application in the monitoring system;<br><br>1.2 Printing of first copy of BLC from OPRMS;<br><br>1.3 Instruct applicant to reproduce the printed copy according to their needed copy;<br><br>1.4 Authenticate the copies and release to the applicant | | | Section Message Center Clerk, Records Management Division, Directorate for Personnel and Records Management |
| Total | | None | 15 minutes | |

**14. Preparation, Issuance, and Publication of NHQ Issued Orders to all members of the Philippine National Police and Verification of Issued Orders from different PNP Units/personnel concerned**

Issues and publishes all NHQ issued orders duly endorsed by the concerned Units and Divisions of DPRM and Informs the client about the status of their orders and provides them with copy upon request.

| | |
|---|---|
| **Office or Division:** | **Publication and Distribution Section, RMD, DPRM** |
| **Classifications:** | Simple |
| **Type of Transaction:** | Office to Office |
| **Who may avail:** | All active and inactive PNP personnel and their dependents; authorized representatives and/or liaison officer; concerned PNP Units/Offices |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| **1.** Letter/Memorandum Request duly processed by the concerned | Applicant and Office/Unit |

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| division;<br><br>Authorization Letter when securing a copy of order with any Valid ID listed as follows:<br><br>• Driver's License;<br>• PNP/Dependent's or Retiree's Identification Cards;<br>• National Identification Cards;<br>• Voter's Identification Cards;<br>• Passport Identification Cards;<br>• Senior Citizen's Identification Cards;<br>• Phil Heath Identification Cards;<br>• Pag-IBIG Identification Cards; and Tax Identification Cards. | | Authorized Representative and Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Letter/ Memorandum Request to DPRM Message Center window. | 1.1 DPRM Message Center evaluates, receives, records and forwards the request to concerned Office/Division for proper disposition;<br><br>1.2 PDS Receiving Clerk receives and sorts the request and distribute to designated encoder;<br><br>1.3 Encoders issue and submit the orders for proof reading; | None | 10 minutes<br><br>15 minutes<br><br>10 minutes<br><br>5 minutes | Receiving Clerk/DPRM<br><br>Receiving Clerk/Action PNCO/Publication and Distribution Section<br><br>Encoder/ Publication and Distribution Section |

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| | 1.4 Proof reader reviews the document for grammatical errors, spelling mistakes, punctuation issues, and inconsistencies in the order prior signature of Chief, PDS;<br><br>1.5 Route the Orders for Signature of Ex-O, DDPRM, and TDPRM;<br><br>1.6 Approved and signed orders will be scanned for ppublication and distribution thru electronic mail and filed at PDS Storage area for document filing;<br><br>1.7 Approving or uploading of scanned orders in the OPRMS. | | 15 minutes<br><br>10 minutes<br><br>5 minutes | Proof reader/ Publication and Distribution Section<br><br>Verification/Action PNCO/ Publication and Distribution Section<br><br>Distribution Clerk/Action PNCO Publication and Distribution Section<br><br>Uploader/ Action PNCO/Publication and Distribution Section |
| | TOTAL: | | 1 hour | |
| 2. Verification Request thru phone call and walk-in. | 1.1 Receive calls and request from different offices/personnel.<br><br>1.2 Verification PNCO checks records and gives feedback to | None | 5 minutes<br><br>5 minutes | Verification/Action PNCO/ Publication and Distribution Section |

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| | the client. | | | |
| | TOTAL: | None | 10 minutes | |

**DPRM Feedback and Complaints Mechanism**

**NUPAD-DPRM Feedback and Complaints Mechanism**

| **Feedback and Complaints Mechanism** | |
|---|---|
| How to send feedback? | Answer the feedback form in the office lobby and put it in the feedback and complaints drop box<br><br>Human Resource Administrative Section<br><br>Contact Info: (02) 8537-4500 local 7003 |
| How feedbacks are processed? | The Chief, HRAS verifies the nature of the queries and feedback within one (1) working day. The same will be referred to the office/unit concerned. Upon receiving the reply from the office/unit concerned, the citizen or client will be informed via e-mail and registered mail.<br><br>For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003<br><br>nupad.dprm@pnp.gov.ph |
| How to file a complaint? | To file a complaint, provide the following<br><br>details via e-mail or registered mail:<br><br>▪ Full name and contact information of the complainant<br>▪ Narrative of the complaint<br>▪ Evidences<br>▪ Name of the person being complained<br><br>Send all complaints to nupad.dprm@pnp.gov.ph<br><br>For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003 |

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| How complaints are processed | Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the concerned office/unit.<br><br>If you are not satisfied with the response to your<br><br>complaint, you may elevate it to the Criminal Investigation and Detection Management Group (CIDG) which is designated as focal unit to support ARTA operation in addressing external organization violations, while the Integrity Monitoring and Enforcement Group (IMEG) and the Internal Service Affairs (IAS) shall handle the internal violations.<br><br>For follow-ups or queries, the contact information are as follows: (02) 8537-4500 local 7003 |
| Contact Information of CCB,<br><br>PCC, ARTA | **Anti-Red Tape Authority (ARTA)**:<br>complaints@arta.gov.ph<br><br>8-478-5093<br><br>**Presidential Complaint Center (PCC):**<br><br>pcc@malacanang.gov.ph<br><br>8888<br><br>**Contact Center ng Bayan (CCB):**<br>email@contactcenterngbayan.gov.ph<br><br>0908-881-6565 |

**RMD-DPRM Feedback and Complaints Mechanism**

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send feedback? | Clients may drop feedback at the designated drop box at the waiting area of RMD<br>Contact us thru: |

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| | Email: records.dprm@yahoo.com.ph<br>Contact Number: 85374500 Loc 6969 |
| How feedback is processed? | Daily monitoring of feedback drop box.<br>Records the feedback.<br>Feedbacks requiring answers relayed to concerned Sections<br>For inquiries and follow-ups, clients may contact<br>Email: records.dprm@yahoo.com.ph<br>Contact Number: 85374500 Loc 6969 |
| How to file a complaint? | Clients may drop complaints at the designated drop box at the waiting area of RMD<br>Name of person/office being complained<br>Incident:<br>Evidence:<br>For inquiries and follow-ups, clients may contact<br>Email: records.dprm@yahoo.com.ph<br>Contact Number: 85374500 Loc 6969 |
| How complaints are processed? | Daily monitoring of complaints drop box located at the waiting are of RMD<br>Log/Records the complaints.<br>Complaints are relayed to person/office concerned and are processed within 24 hours from time of receipt<br>Action PNCO will make a reply letter and send to concerned client within 3-5 days<br>For inquiries and follow-ups, clients may contact<br>Email: records.dprm@yahoo.com.ph<br>Contact Number: 85374500 Loc 6969 |
| Contact Information of RMD, DPRM | Email: records.dprm@yahoo.com.ph<br>Contact Number: 85374500 Loc 6969 |

**MWD-DPRM Feedback and Complaints Mechanism**

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send feedback? | Clients may drop feedback at the designated drop box<br>Contact us thru:<br>Email: mwd_dprm@yahoo.com<br>Contact Number: 09063164273/0917272470<br>Local: 6993 |
| How feedback is processed? | Daily monitoring of feedback drop box.<br>Records the feedback.<br>Feedbacks requiring answers relayed to person/office concerned and are processed within 24 hours from time of receipt<br>Action PNCO will make a reply letter and send to client concerned within 3-5 days<br>For inquiries and follow-ups, clients may contact<br>Email: mwd_dprm@yahoo.com<br>Contact Number: 09063164273/0917272470<br>Local: 6993 |

| | |
|---|---|
| How to file a complaint? | Clients may drop complaints at the designated drop box in front of MWD Office<br>Name of person being complained<br>Incident<br>Evidence<br>For inquiries and follow-ups, clients may contact<br>Email: mwd_dprm@yahoo.com<br>Contact Number: 09063164273/0917272470<br>Local: 6993 |
| How complaints are processed? | Daily monitoring of complaints drop box<br>Records the complaints.<br>Complaints are relayed to person/office concerned and are processed within 24 hours from time of receipt<br>Action PNCO will make a reply letter and send to client concerned within 3-5 days<br>For inquiries and follow-ups, clients may contact<br>Email: mwd_dprm@yahoo.com<br>Contact Number: 09063164273/0917272470 |
| Contact Information of MWD, DPRM | Email: mwd_dprm@yahoo.com<br>Contact Number: 09063164273/0917272470<br>Local:6993 |

**DLOD-DPRM Feedback and Complaints Mechanisms**

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send feedback? | • Answer the Client Satisfaction Management Survey;<br>• Call Tel No. (02) 8723-0401/ (02) 8537-4500 or (Local) 7006 to 7009 or approach the duty PNCO at the message center or drop suggestion in the drop box |
| How feedback is processed? | • Answer call and take note of the suggestion<br>• Duty PNCO will monitor all feedback and refer the same to the designated Action Officer. |
| How to file a complaint? | The client will refer his/her complaint through a letter addressed to Chief, DLOD or telephone call or Dropbox |
| How complaints are processed? | Upon evaluation of the complaint and if warranted, will be referred to DIDM for Pre-charge Investigation. |
| Contact Information of | • DLOD (Local) 7006 to 7009 |

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|---|---|
| DLOD, DPRM | • Telephone No. (02) 8723-0401/ (02) 8537-4500 |

**PPPD- DPRM Feedback and Complaints Mechanisms**

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send feedback? | • Answer the Client Satisfaction Management Survey;<br>• Message the PPPD, DPRM email address- pppd.dprm@pnp.gov.ph;<br>• Contacts - PPPD (Local) 7013/7015<br>- Hotline: 09957286903 |
| How feedback is processed? | Personnel/Section in charge answer through email, phone or in memorandum |
| How to file a complaint? | Send thru email or inquire at PPPD, DPRM message center |
| How complaints are processed? | All queries will be addressed based on the documents submitted by the applicants |
| Contact Information of PPPD, DPRM | • PPPD (Local) 7013/7015<br>- Hotline: 09957286903<br>• E-mail Address: pppd.dprm@pnp.gov.ph |

**PNCOD-DPRM Feedback and Complaints Mechanisms**

| FEEDBACK AND COMPLAINTS MECHANISMS | |
|---|---|
| How to send feedback? | Answer the feedback form and drop it at the designated drop box at PNCOD Message Centre.<br><br>Contact info: local 7001 or 09171126440 |
| How feedback is processed? | Every Friday, the Admin personnel, PNCOD opens the drop box and assess and records the feedback submitted.<br><br>Feedback requiring answers are forwarded to the |

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| | concerned sections and they are required to answer within three (3) days of the receipt of the feedback.<br><br>The answer of the office is then relayed to the citizen.<br><br>For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440 |
| How to file a complaint? | To file a complaint, kindly provide the following details:<br><br>-Name of person of being complained<br><br>-Full name and contact number of Complainant<br><br>-Incident<br><br>-Evidence<br><br>For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440 |
| How complaints are processed? | Written/verbal complaints are treated with confidentiality and utmost care to prevent disclosure. They shall be addressed immediately by the sections concerned.<br><br>The PNCOD will assure the positive feedback to the client.<br><br>For inquiries and follow-ups, clients may contact the following telephone number: local 7001 or 09171126440 |
| Contact Information of CCB, PCC. ARTA | ARTA: complaints@arta.gov.ph<br><br>PCC:8888<br><br>CCB: 0908-881-6565 (SMS) |

**DIRECTORATE FOR HUMAN RESOURCE AND DOCTRINE DEVELOPMENT**

**INDIVIDUAL TRAINING PROGRAM DEVELOPMENT DIVISION**

## 1. Availment of Mandatory Career Course for Police Commissioned Officers (PCOs) and Police Non-Commissioned Officers (PNCOs)

The Individual Training Program Development Division of the Directorate for Human Resource and Doctrine Development is committed to provide quality service to the PNP uniformed personnel without compromising the integrity of selection process employing the principle of equity and timely preparation, as pursued by the CSC.

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|---|---|
| **Office or Division:** | Local Training Section, Individual Training Program Development Division |
| **Classifications:** | Simple |
| **Type of Transaction:** | Simple |
| **Who may avail:** | PNP uniformed personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| Training Lineal List<br><br>Qualifying Examination | ITPDD, DHRDD |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Update individual record thru PAIS | 1.1 Determination of Training Lineal List (TLL) for NHQ | None | 1 day and 6 hours | C, TEIS, ITPDD, DHRDD |
| | 1.2 Forwarded final TLL to LTS to determine eligible examinees | None | 2 hrs | |
| 2. Take the Qualifying Examination | 2.1 Supervise the online QE and passers via POA portal | None | 1 day | C, LTS, ITPDD |

| | | | | |
|---|---|---|---|---|
| | 2.2 Generate QE Results | None | | |
| 3. Submit request for deferment (if applicable) | 3.1 Consolidate deferment requests and prepare for deferment board deliberation | None | 15 days | C, LTS, ITPDD |
| | 3.2 Conduct deferment board deliberation for PCOs and PNCOs (NHQ-NSU) | None | 15 days | C, LTS, ITPDD |
| | 3.3 Forward approved deferment requests to TEIS for preparation of Final List of Participants | None | | |
| | 3.4 Determine Final List of Participants and Submit to LTS for dissemination. | None | 15 days | C, TEIS, ITPDD, DHRDD |
| | 3.5 Request issuance of TSA and training order from DPRM for participants included in the Final List | None | 1 day | C, LTS, ITPDD |

| | | | | |
|---|---|---|---|---|
| | 3.6 Endorsement to NPC and NPTI of the final list | | | |
| 4. Attend the opening of training | 4.1 Monitoring the opening of the training | None | 2 hrs | C, LTS, ITPDD |
| | **TOTAL** | **None** | **47 days and 10 hrs** | |

## 2. Processing of Foreign Travel Authority

The Individual Training Program Development Division of the Directorate for Human Resource and Doctrine Development (DHRDD) is committed to providing quality service to all PNP personnel seeking Foreign Travel Authority for foreign training or competitions offered by external sponsors and donors. Nominees and recommendees for official missions abroad undergo a comprehensive evaluation, screening, and assessment process by the Foreign Travel Screening Committee (FTSC) and are approved by the Foreign Travel Evaluation Board (FTEB).

| | |
|---|---|
| **Office or Division:** | Foreign Training Section, Individual Training Program Development Division, Directorate for Human Resource and Doctrine Development (DHRDD) |
| **Classifications:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Invitation Letter from Donor/Sponsor | Sponsor/Host Country |
| 2. Memo dissemination from DHRDD to/for concerned Offices/Units | DHRDD, PNP |
| 3. Unit Endorsement signed by the Director of Office/Unit Head | PNP Office/Unit |
| 4. Procurement of Documentary Requirements | Various PNP Offices/Units |
| a. PAIS Personal Data Sheet (PDS) | Directorate for Personnel and Records Management (DPRM), PNP |
| b. Medical Certificate issued by Government Physician | Health Service (HS), PNP |

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| indicating nominee is fit to travel and undergo foreign training | |
| c. Original Affidavit of Undertaking (duly notarized) | Personnel and Public Notary |
| d. Original Discipline Law and Order Division (DLOD) Clearance | DLOD, DPRM, PNP |
| e. Individual Passport – Copy of passport bio page | Department of Foreign Affairs (DFA) |
| f. National Police Clearance | Directorate for Investigation and Detective Management (DIDM), PNP |
| 5. Approved Foreign Travel Screening Committee (FTSC) Resolution | DHRDD, PNP |
| 6. Approved Foreign Travel Evaluation Board (FTEB) Resolution | DPRM, PNP |
| 7. Foreign Travel Authority (FTA) | NAPOLCOM |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit unit endorsement of nominee/s based on the announced foreign training/ competition invitation | 1.1. Assess and publish training/ competition invitation | None | 2 hours | Chief, FTS, ITPDD, DHRDD |
| | 1.2. Prepare memorandum for approval of TDHRDD and subsequent approval of CPNP | None | 4 hours | Action NUP/PNCO, FTS, ITPDD, DHRDD |
| | 1.3. Draft endorsement letter addressed to inviting agency or | None | 1 hour | Action NUP/PNCO, FTS, ITPDD, DHRDD |

| | | | | |
|---|---|---|---|---|
| | institution | | | |
| 2. Submit documentary requirements as required by FTEB | 2.1. Issue PAIS Personal Data Sheet (PDS) | None | *1 hour | Directorate for Personnel and Records Management (DPRM) |
| | 2.2. Issue Medical Certificate issued by Government Physician indicating nominee is fit to travel and undergo foreign training (ENT, Optha, Dental, X-Ray, ECG and Laboratory – CBC, FBS, Urinalysis, BUN, Crea, HBSAG. HIV Test, RPR) | None | *1 week | Health Service (HS) |
| | 2.3. Original Affidavit of Undertaking (duly notarized) | None | *1 hour | Participants |
| | 2.4. Request Original Discipline Law and Order Division (DLOD) Clearance | None | *3 days | DLOD, DPRM, PNP |

| | | | | |
|---|---|---|---|---|
| | 2.5. Issuance Individual Passport – Copy of passport bio page | None | *10 days | Department of Foreign Affairs (DFA) |
| | 2.6. Issuance of National Police Clearance | None | *1 hour | Directorate for Investigation and Detective Management (DIDM), PNP |
| 3. Issuance of FTSC Resolution | Evaluation, screening, processing, and assessment of candidates to participate in official missions abroad and signing of FTSC resolution | None | 10 days | DHRDD Foreign Travel Screening Committee |
| 4. Issuance of FTEB Resolution | Screening, evaluation and recommendation to the approving authority the best qualified PNP personnel to be sent to participate in the official mission abroad and signing of FTEB resolution | None | *35 days | Foreign Travel Evaluation Board |

| | | | | |
|---|---|---|---|---|
| 5. Issuance of NAPOLCOM Foreign Travel Authority | Monitoring of the Issuance of Foreign Travel Authority | None | *5 days | NAPOLCOM |
| **TOTAL:** | | **None** | **10 days and 7 hours**<br><br>***Exclusive of processing time of other Offices/ Units, Agencies, Participants*** | |

### 3. Processing of In-Country Sponsored Training

The Individual Training Program Development Division of the Directorate for Human Resource and Doctrine Development (DHRDD) is committed to providing quality service to all PNP personnel seeking to avail in-country foreign training offered by external sponsors and donors. The selected participants were endorsed by their respective Offices/Units and underwent the internal selection process of the sponsor/donor.

| | |
|---|---|
| **Office or Division:** | Foreign Training Section, Individual Training Program Development Division, Directorate for Human Resource and Doctrine Development |
| **Classifications:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Training invitation | Foreign sponsor |
| 2. Unit Endorsement signed by the Director of Office/Unit Head | PNP Office/Unit |
| 3. Application or Nomination Form | Inviting Agency or Institution |
| 4. Issuance of Training Orders | DPRM |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit unit endorsement of nominee/s based on the announced training invitation | Assess and publish training invitation | None | 1 hour | Chief, FTS, ITPDD, DHRDD |

| | | | | |
|---|---|---|---|---|
| 2. Submit documentary requirements as required by DHRDD and Inviting Agency or Institution | 2.1. Fill up application forms and prepare documentary requirement of sponsor agency | None | *10 days | Participants |
| | 2.2. Draft endorsement letter addressed to inviting agency or institution | None | 1 hour | Action NUP/PNCO, FTS, ITPDD, DHRDD |
| 3. Request issuance of training order to DPRM upon approval of CPNP upon approval of CPNP | Drafting memorandum regarding the Request issuance of training order to DPRM | None | 1 hour | Action NUP/PNCO, FTS, ITPDD, DHRDD |
| 4. Issuance of Training Orders | Issuance of Training Orders | None | *5 days | DPRM |
| **TOTAL:** | | **None** | **3 Hours**<br>***Exclusive of processing time of other Offices/ Units, Agencies, Participants*** | |

## UNIT TRAINING PROGRAM DEVELOPMENT DIVISION (UTPDD)

### 1.Certification of In-service Training (Specialized Course/Seminar)

Certification of In-service training is accomplished through the use of the ADDIE Model of Training, which establishes a system that will guide all training managers and ensure that the overall quality of PNP in-service training continues to be improved.

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|---|---|
| **Office or Division:** | Unit Training Program Development Division |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G – Government to Government |

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|---|---|---|---|---|
| **Who may avail:** | PNP Units | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| Standard Training Package | | Different Offices/ Units | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Client/course owner will comply with the corrections to their proposed STP and obtain the Resolution from PNPTS which will serve as an attachment to their memorandum request to DHRDD for the conduct of Certification process by DHRDD by DHRDD In Service Training Certification Board | 1.1 Client proposed STP with Resolution, and request will be scheduled for course Certification by In Service Training Certification Board, DHRDD | None | 1 day | Action PNCO, ISTS, DHRDD |
| 2. Client will present the proposed course/seminar to the DHRDDs In-service Training Certification Board (virtual/physical) after the approval of the proposed STP by PNPTS | 2.1 Conduct course/seminar evaluation by DHRDDs In Service Training Certifcation Board, (virtual/physical | None | 1 day | Members of the DHRDD Certification Board |
| 3. Clients will comply with the corrections to their proposed STP and submit them to the In- | 3.1 ISTS, UTPDD, DHRDD/I | None | 1 day | Members of DHRDD Certification |

| | | | | |
|---|---|---|---|---|
| service Training Certification Board Secretariat | n-service Training Certificati on Board Secretaria t will schedule the conduct of In-Service Training Certificati on | | | Board |
| 4. Client complied with corrections and passed the evaluation by DHRDDs In-service Certification Board, (virtual/physical) | 4.1 DH RDD, through the In-service Training Certificati on Board will award the Certificate of Approval of the STP | None | 1 day | Members of DHRDD Certification Board |
| | TOTAL | None | 4 days | |

## DHRDD Feedback and Complaints Mechanism

| Feedback and Complaints Mechanism | |
|---|---|
| How to send feedback? | Scan the QR Code provided on any mobile devices or obtain the form from the Board Secretariat to access the Client Satisfaction Form.<br><br>Complete and submit the Customer Satisfaction Survey and Client Complaint Form. |

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|---|---|
| | Contact info: Local 6220, Trunk line: 7230401 or email: training.utpdd@gmail.com |
| How feedback is processed? | After the In-service Training Certification Process has been completed successfully, the Board Secretariat will provide a QR Code to access the satisfaction survey and complaint form, or the Board Secretariat could directly provide to the client.<br><br>The feedback requiring an answer will be sent to the In-service Training Certification Board Secretariat within three days of receipt.<br><br>The client will be notified of the outcome.<br><br>For inquiries and follow-ups, client may contact the following numbers: Local 6220, Trunk line: 7230401. |
| How to file a complaint? | Complete the Client Complaint Form by scanning the QR Code with any mobile device.<br><br>Complaint may also be filed via telephone. Make sure to provide the following information:<br>– Name of person being complained;<br>– Incident details; and<br>– Evidence.<br><br>For inquiries and follow-ups, client may contact the following numbers: Local 6220, Trunk line: 7230401. |
| How complaint is processed? | Every day, the Secretariat reviews the complaints.<br><br>Once the complaint has been evaluated, the Board |

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|---|---|
| | Secretariat will begin an investigation and send it to the appropriate person for an explanation.<br><br>After the investigation is complete, the Board Secretariat will compile a report and deliver it to the Director, DHRDD through Members of In-service Training Certification Board for evaluation and action.<br><br>Update will be sent directly to the client by the Board Secretariat.<br><br>For inquiries and follow-ups, client may contact the following numbers: Local 6220, Trunk line: 7230401. |
| Contact Information of UTPDD | Contact info: Local 6220, Trunk line: 7230401 or email: training.utpdd@gmail.com |

**PNP FINANCE SERVICE**

**CHECKING ACCOUNT SECTION, DISBURSEMENT DIVISION**

**1. Issuance of Certificate of Firearms/Property Accountability Deduction from Retirement Benefits**

A Firearms/Property Accountabilities Deduction Certificate is an official document issued to a retiree, indicating that deductions were made from their retirement benefits due to unreturned or unpaid firearm or property accountabilities during their service. This certificate is required when the retiree files for a refund of any overpayment or double payment related to these deductions, serving as proof and supporting documentation for the refund claim.

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|---|---|
| **Office or Division:** | Checking Account Section, Disbursement Division, PNP Finance Service (CAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | Retiree/and or Dependent, Official Liaison, Authorized Representative |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

| | |
|---|---|
| 1. Personal Letter Request<br>2. One (1) photocopy of 2 Valid ID with 3 specimen signatures<br>3. One (1) photocopy of Commutation of Accumulated Leave (CAL) Voucher if available<br><br>If through representative, please bring the following:<br><br>1. Authorization letter of Retiree/Personnel or Special Power of Attorney (SPA)<br>2. One (1) photocopy of 2 valid ID with 3 specimen signatures of representative | Applicant<br><br>Applicant<br><br>Applicant/PNP Retirement and Benefits Administration Service (PRBS)/ Commission on Audit (COA)<br><br>Applicant/Notary Public<br><br>Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Present the retiree's ID and or authorization letter with valid ID at Window 6. | Received and verify the presented ID and documents | None | 5 minutes | Clerk/Action Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| 2. Wait for the request to be processed. | 2.1. Verification from the Individual Payment Index, Records of Payment Management System and List of Firearm/Property Accountability Deductions | None | 15 minutes | Clerk, Checking Account Section, Disbursement Division |
| | 2.2. Verification from validated Advice to Debit | None | 5 minutes | Clerk, Checking Account Section, Disbursement |

| | | | | |
|---|---|---|---|---|
| | Account (ADA) | | | Division |
| | 2.3. Preparation of Certification | None | 5 minutes | Action Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| | 2.4. Review and validation of certification | None | 6 minutes | Non-Uniformed Personnel Supervisor, Checking Account Section, Disbursement Division |
| | 2.5. Signing of the certification | None | 2 minutes | Chief, Checking Account Section, Disbursement Division |
| 3. Client receives the Certification at Window 6. | Release of Certificate | None | 2 minutes | Clerk/Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| | **TOTAL:** | None | 40 minutes | |

## 2. Issuance of Certificate of Non-Payment of Reimbursement of Hospitalization Expenses (RHE)

The Philippine National Police (PNP) provides a Reimbursement of Hospitalization Expenses (RHE) scheme to support active personnel who incur medical costs due to service-connected illnesses or injuries. One of the requirements needed is the Certificate of Non-Payment of Reimbursement of Hospitalization Expenses.

| | |
|---|---|
| **Office or Division:** | Checking Account Section, Disbursement Division, PNP Finance Service (CAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of** | G2G or Government to Government |

| | | | | |
|---|---|---|---|---|
| **transaction:** | | | | |
| **Who may avail:** | Reimbursement of Hospitalization Expenses (RHE) Section, PNP Health Service | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Health Service Endorsement Letter<br>2. Reimbursement of Hospitalization Expenses (RHE) claims must be Php100,000.00 and above<br>3. One (1) photocopy of Reimbursement of Hospitalization Expenses (RHE) Voucher<br>4. One (1) photocopy of Reimbursement of Hospitalization Expenses (RHE) Board Resolution | | PNP Health Service (PNP HS)<br><br>Budget and Fiscal Office of Claimant's Unit<br><br>Budget and Fiscal Office of Claimant's Unit | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Reimbursement of Hospitalization Expenses (RHE) Section, PNPHS provides memorandum request at Window 6 | Receives memorandum request from Message Center, Admin Office, PNP Finance Service (PNP FS) | None | 5 minutes | Clerk/Action Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| 2. Wait for the request to be processed | 2.1. Verification from the Individual Payment Index, Records of Payment Management System and List of Due | None | 15 minutes | Clerk, Checking Account Section, Disbursement Division |

| | | | | |
|---|---|---|---|---|
| | and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) | | | |
| | 2.2. Preparation of certification | None | 5 minutes | Action Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| | 2.3. Review and validation of certification | None | 6 minutes | Non-Uniformed Personnel Supervisor Checking Account Section, Disbursement Division |
| | 2.4. Signing of the certification | None | 2 minutes | Chief, Checking Account Section, Disbursement Division |
| 3. Official liaison from PNP Health Service (PNP HS) receives the certification at Window 6 | Release of certificate | None | 2 minutes | Clerk/Action Police Non-Commissioned Officer, Checking Account Section, Disbursement Division |
| | **TOTAL:** | None | 35 minutes | |

### 3. Issuance of Certificate of Compensation

Certificate of Compensation is an official document issued by the Pay and Allowances Section, Disbursement Division that provides a detailed summary of a PNP personnel's monthly earnings. It includes information such as base pay, allowances, and bonuses. This certificate is often used for personal record-keeping, loan applications, or verification of income for various official transactions.

| | |
|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Documentary Requirements:<br>1. PNP ID | Applicant |
| Additional Requirements if request is filed through a representative:<br>2. Authorization Letter (if requested through other PNP Personnel other than the official Liaison Officer) | Applicant<br>Notary Public |
| 3. Special Power of Attorney (if requested through an acquaintance of the principal) | Applicant |
| 4. One (1) Valid ID of the representative | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit PNP ID at Window 1 | Checks the validity of PNP ID | None | 1 minute | Clerk, Pay and Allowance Section, Disbursement |

| | | | | |
|---|---|---|---|---|
| | | | | Division |
| 2. Wait for the request to be processed | 2.1. Verify the compensation of the concerned personnel through Payroll Management System (PMS) | None | 2 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| | 2.2. Prepares the Certificate of Compensation (COC) | None | 3 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 3. Wait for the request to be signed | Forward to the Signatories | None | 3 minutes | Non-Uniformed Personnel Supervisor/Chief, Pay and Allowance Section, Disbursement Division |
| 4. Claim copy of the certificate at Window 1 | Release of Certificate | None | 1 minute | Clerk, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 10 minutes | |

## 4. Issuance of Certificate of Last Payment

Certificate of Last Payment is certification issued by the Pay and Allowances Section, Disbursement Division indicating therein their last payment and the computed overpayment base on the applicant's financial history.

| | |
|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Retiree, Transferee, Survivor and Liaison Officer |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One copy of the following documents:<br><br>**COMPULSORY RETIREMENT**<br><br>• Retirement Order<br><br>• Updated Service Record<br><br>• Provident/non-Money Clearance<br><br>**OPTIONAL RETIREMENT**<br><br>1. Retirement Order<br><br>2. Service Record<br><br>3. Provident/non-Money Clearance<br><br>Additional Requirements if | <br><br><br><br>Directorate for Personnel and Records Management (DPRM)<br><br>Directorate for Personnel and Records Management (DPRM)<br><br>PNP Provident Fund<br><br><br><br>Directorate for Personnel and Records Management (DPRM)<br><br>Directorate for Personnel and Records Management (DPRM)<br><br>PNP Provident Fund |

| | |
|---|---|
| necessary:<br><br>1. STI 1 snapshot (active)/ Bank Statement (if closed acct)<br>2. Certificate of Duty Status indicating last duty date (for late issuance/receipt of order) | Land Bank of the Philippines (LBP) |
| **POSTHUMOUS SEPARATION/RETIREMENT**<br><br>1. Posthumous Order<br><br>2. Service Record<br><br>3. STI 1 snapshot/ Bank Statement | Last Unit of Assignment<br><br>Directorate for Personnel and Records Management (DPRM) |
| **TPPD RETIREMENT**<br><br>1. Retirement Order<br><br>2. Service Record<br><br>3. STI 1 snapshot/ Bank Statement (if closed acct)<br>4. Certificate of Duty Status indicating last duty date (for late issuance/receipt of order)<br>5. Provident/non-Money Clearance | Directorate for Personnel and Records Management (DPRM)<br><br>Land Bank of the Philippines (LBP)<br><br>Directorate for Personnel and Records Management (DPRM)<br><br>Directorate for Personnel and Records Management (DPRM) |
| **RESIGNED/ TRANSFER**<br><br>1. Resignation Order/ Transfer Order<br>2. Service Record<br><br>3. STI 1 snapshot (active)/ Bank Statement (if closed acct)<br>4. Provident/non-Money Clearance | Land Bank of the Philippines (LBP)<br><br>Last Unit of Assignment |

| | |
|---|---|
| | PNP Provident Fund |
| Additional Requirements if necessary:<br><br>1. Certificate of Duty Status indicating last duty date (for late issuance/receipt of order)<br>2. Affidavit of Undertaking | Directorate for Personnel and Records Management (DPRM)<br><br>Directorate for Personnel and Records Management (DPRM) |
| **DFR/ DISMISSED**<br><br>1. Dismissal/DFR Order | Land Bank of the Philippines (LBP)<br><br>PNP Provident Fund |
| 2. Service Record<br><br>3. Certificate of Finality or Case Decision/Resolution or attach MR if on Appeal<br>4. STI 1 snapshot/ Bank Statement (if closed acct)<br>5. Certificate of Duty Status indicating last duty date (for late issuance/receipt of order)<br>6. Provident/non-Money Clearance | Last Unit of Assignment |
| **Additional Requirements if request is filed through a representative:**<br><br>1. Authorization Letter (if requested through other PNP personnel other than the official Liaison Officer)<br>2. Special Power of Attorney (if requested through an acquaintance of the principal)<br>3. One (1) Valid ID of the representative and photocopy of the ID of the principal with three specimen signatures | Applicant<br><br>Directorate for Personnel and Records Management (DPRM)<br><br>Directorate for Personnel and Records Management (DPRM)<br><br>Discipline Law and Order Division, Directorate for Personnel and Records Management (DLOD, DPRM)<br><br>Land Bank of the Philippines (LBP)<br><br>Last Unit of Assignment |

| | | | | |
|---|---|---|---|---|
| | | PNP Provident Fund<br>Applicant<br>Notary Public<br>Applicant | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Documentary Requirements at Window 3 | Checks all the required documents | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 2. Wait for the request to be processed | Prepare the certificate of Last Payment | None | 30 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| | Forward to the Signatories | None | 20 minutes | Supervisor,<br>Action Police Non-Commissioned Officer, Chief, Pay and Allowance Section, Disbursement Division and Division Chief |
| 3. Claim copy of the certificate at Window 3 | Release of Certificate | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 1 hour | |

## 5. Authentication of Certificate of Last Payment

Certificate of Last Payment is certification issued by the Pay and Allowances Section, Disbursement Division indicating therein their last payment and the computed overpayment base on the applicant's financial history.

| | |
|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Retiree, Transferee, Survivor and Liaison Officer |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **Documentary Requirements:**<br><br>Photocopy of the Certificate of Last Payment (number of copies depends on client's need) | Pay and Allowance Section, Disbursement Division PNP Finance Service (PAS, DD, PNP FS) |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit photocopies of Certificate of Last Payment at Window 3 | Receive/Review the Certificate of Last Payment | None | 1 minute | Clerk, Pay and Allowance Section, Disbursement Division |
| 2. Wait for the request to be processed | Process the request | None | 3 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 3. Claim the | Release | None | 1 minute | |

| | | | | |
|---|---|---|---|---|
| authenticated Certificate of Last Payment at Window 3 | authenticated copy of Certificate of Last Payment to client | | | Clerk, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 5 minutes | |

### 6. Issuance of Certificate on Cancellation/Non-Cancellation of Remittances

Certificate of Cancellation and Non-Cancellation is an official document issued by the Pay and Allowances Section, Disbursement Division. It details the specific period of pay and allowances of PNP Personnel whether it was processed for cancellation.

| | | | | |
|---|---|---|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) | | | |
| **Classifications:** | Simple | | | |
| **Type of transaction:** | G2G or Government to Government | | | |
| **Who may avail:** | PNP Personnel | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| Service Record | | Directorate for Personnel and Records Management | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1.Submit documentary requirements Window 3 | Receive/ Review attached documents | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 2. Wait request to be processed | Verify records and history of PNP personnel using Payroll | None | 15 minutes | Clerk, Pay and Allowance Section, Disbursement Division |

| | | | | |
|---|---|---|---|---|
| | Management System and Records from this Office | | | |
| | Processing / Issuance of Cancellation / Non-Cancellation Certificate | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 3. Client receives the Certification at Window 3 | Signing of printed Certificate of Cancellation/ Non-Cancellation of Remittances | None | 1 minute | Clerk/Non-Uniformed Personnel Supervisor/Action Police Non-Commissioned Officer, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 26 minutes | |

## 7. Issuance of Certificate of Salary Overpayment

Certificate of Salary Overpayment is an official document that identifies any excess pay and allowances received by a Philippine National Police Personnel due to unimplemented penalties, demotion, or separation. It details the overpaid amount, period covered, and cause, and is used to facilitate recovery through salary deductions or other means. This certificate also supports transparency and may be required for audits or administrative reviews to uphold financial accountability.

| | |
|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Retiree, Transferee, Survivor and Liaison Officer |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| **One copy of the following documents:**<br><br>1. Retirement Order<br><br>2. Updated Service Record<br><br>3. Provident/Non-Money Clearance<br><br>4. Certificate of Last Payment<br><br>**Additional Requirements if request is filed through a representative:**<br><br>1. Authorization Letter (if requested through other PNP personnel other than the official Liaison Officer)<br>2. Special Power of Attorney (if requested through an acquaintance of the principal)<br>3. One (1) Valid ID of the representative and one photocopy of the ID of the principal with three specimen signatures | Directorate for Personnel and Records Management DPRM<br><br>Directorate for Personnel and Records Management DPRM<br><br>Philippine National Police (PNP) Provident Fund<br><br>Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS)<br><br>Applicant<br><br>Notary Public<br><br>Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit Documentary Requirements at Window 4 | Checks all the required documents | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 2. Wait for the request to be processed | 2.1. Prepare the certificate of Salary | None | 30 minutes | Clerk, Pay and Allowance Section, Disbursement |

| | | | | |
|---|---|---|---|---|
| | Overpayment | | | Division |
| | 2.2. Forward to the Signatories | None | 20 minutes | Supervisor,<br><br>Action Police Non-Commissioned Officer,<br><br>Chief, Pay and Allowance Section,<br><br>Chief, Disbursement Division; |
| 3. Claim copy of the certificate at Window 4 | Release of Certificate | None | 5 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 1 hour | |

## 8. Authentication of Certificate of Salary Overpayment

Certificate of Salary Overpayment is an official document that identifies any excess pay and allowances received by a PNP personnel due to unimplemented penalties, demotion, or separation. It details the overpaid amount, period covered, and cause, and is used to facilitate recovery through salary deductions or other means. This certificate also supports transparency and may be required for audits or administrative reviews to uphold financial accountability.

| | |
|---|---|
| **Office or Division:** | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |

| Who may avail: | PNP Retiree, Transferee, Survivor and Liaison Officer | | | |
|---|---|---|---|---|
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| Photocopy of Certificate of Salary Overpayment (number of copies depends on the client's needed) | | Pay and Allowance Section, Disbursement Division, PNP Finance Service (PAS, DD, PNP FS) | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit photocopies of Certificate of Salary Overpayment at Window 4 | Receive/Review the Salary Overpayment | None | 1 minute | Clerk, Pay and Allowance Section, Disbursement Division |
| 2. Wait for the request to be processed | Process the request | None | 3 minutes | Clerk, Pay and Allowance Section, Disbursement Division |
| 3. Claim the authenticated Certificate of Salary Overpayment at Window 4 | Release authenticated copy of Certificate of Salary Overpayment to client | None | 1 minute | Clerk, Pay and Allowance Section, Disbursement Division |
| | **TOTAL:** | None | 5 minutes | |

## 9. Submission of correct and complete requirements for Request Letter for the Refund of Loan Deduction and Capital Contribution Overpayment (walk-in)

In accordance with established guidelines, the Pension and Gratuity Section (PGS) facilitates the recovery of capital contributions and the refund of loan overpayments through a formal Letter of Refund (LOR). This letter is addressed to accredited Financial Institutions (FIs) and Multi-Purpose Cooperatives (MPCs) to initiate the refund process either in favor of the Bureau of the Treasury (BTr), in cases without designated beneficiaries, or to the legitimate heirs of the deceased pensioner.

| Office or | Pension and Gratuity Section, Disbursement Division, PNP |
|---|---|

| | |
|---|---|
| **Division:** | Finance Service (PGS, DD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2C or Government to Client |
| **Who may avail:** | Declared Legal Beneficiary/ies listed in the PNP Pension Alphalist |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| One (1) original copy and one (1) photocopy of the following documents:<br><br>**1.** Authenticated Decree of Entitlement pages 1 & 2<br><br>**2.** Duly Notarized Affidavit of Undertaking<br><br>**3.** Death Certificate with Official Receipt | Legal Investigation and Prosecution Division, PNP Retirement Benefits and Administration Service (PRBS)<br><br>Pension and Gratuity Section (PGS) and accredited Financial Institutions (FIs), and Multi-Purpose Cooperatives (MPCs)<br><br>Philippine Statistics Agency (PSA) |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit correct and complete requirements at Window 13 | 1.1. Receives and records the submitted requirements from Finance Service Message Center for documentation | None | 3 minutes | Pension and Gratuity Section Message Center Clerk/Action Police Non-Commissioned Officer |
| | 1.2. Check the accuracy of data | None | 10 minutes | Assistant Action Police Non-Commissioned Officer |
| | 1.3. Notify lacking/ queuing number | None | 3 minutes | Clerk, Letter of Refund |

| | | | | |
|---|---|---|---|---|
| | through email or SMS (Short Message Service) | | | Processor |
| | 1.4. Photocopy of requirements | None | 5 minutes | |
| | 1.5.Crossmatching and validation in Pension Deduction and Loan Information System (PDLIS), alpha list and deduction list of pensioners | None | 15 minutes | |
| | 1.6 Computation of loan deduction/capital contribution overpayment | None | 15 minutes | |
| | 1.7 Preparation of letter | None | 12 minutes | |
| | 1.8 Routing for signature of Command Group | None | 2 days | |
| | 1.9 Director, PNP Finance Service signature and approval | None | 2 minutes | Director, PNP Finance Service |
| | 1.10 Photocopying of signed and approved letter for file copy | None | 2 minutes | Assistant Action Police Non-Commissioned Officer / Clerk, Letter of Refund Processor |
| | 1.11Notify Financial Institution (FI) | None | 3 minutes | Action Police Non-Commissioned |

| | | | | |
|---|---|---|---|---|
| | authorized representative of letter ready for pick up | | | Officer/Clerk, Letter of Refund Processor |
| | 1.12 Letter of Refund shall be picked-up by authorized representative of accredited Financial Institutions (FIs) and Multi-Purpose Cooperatives (MPCs) | None | 5 minutes | Billing and Collection Representatives: Armed Forces and Police Savings and Loan Association, Inc. (AFPSLAI),<br><br>Air Materiel Wing Savings and Loan Association, Inc. (AMWSLAI), Public Safety Savings and Loan Association, Inc. (PSSLAI) |
| | 1.13 Notify claimant regarding letters received by Financial Institutions (FIs)/Multi-Purpose Cooperatives (MPCs) | None | 3 minutes | Assistant Action Police Non-Commissioned Officer/ Clerk, Letter of Refund Processor |
| | **TOTAL:** | None | 2 days, 1 hour and 18 minutes | |

## FINANCIAL INFORMATION MANAGEMENT DIVISION (FIMD)

### 1. Authentication of Payslip

PNP personnel's record is verified through the Payroll Management System (PMS). If record is found in the PMS, the payslip is generated and printed. The document must be signed by the authorized user who printed the payslip and authenticated by the Chief and NUP Supervisor, Data Control Section.

| | |
|---|---|
| **Office or Division:** | Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Valid ID<br>2. Request Google Form using QR Code | Applicant<br>Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit Valid ID at Financial Information Management Division Lobby table | Check the validity of ID | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| 2. Fill out the Google Form using QR Code | 2.1. Check the name of clientele in the Google Form | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information |

| | | | | |
|---|---|---|---|---|
| | Responses | | | Management Division |
| | 2.2. Prepare and Release the Payslip | None | 3 minutes | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| | **TOTAL:** | None | 5 minutes | |

**2.Authentication of Financial History**

PNP personnel's record is verified through the Payroll Management System (PMS). If record is found in the PMS, the financial history is generated and printed. The document must be signed by the authorized user who printed the payslip and authenticated by the Chief and NUP Supervisor, Data Control Section.

| | |
|---|---|
| **Office or Division:** | Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Valid ID<br>2. Request Google Form using QR Code | Applicant<br>Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit Valid ID at Financial Information Management Division | Check the validity of ID | None | 1 minute | Action Police Non-Commissioned |

| | | | | |
|---|---|---|---|---|
| Lobby table | | | | Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| 2. Fill out the Google Form using QR Code | 2.1. Check the name of clientele in the Google Form Responses | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| | 2.2. Prepare and Release the Finance History | None | 3 minutes | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| | **TOTAL:** | None | 5 minutes | |

**3.Reset of Online Payslip Password**

PNP personnel's record is verified through the Payroll Management System (PMS). If record is found in the Payroll Management System, the temporary password of online payslip generated.

| | |
|---|---|
| **Office or Division:** | Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |

| | | | | |
|---|---|---|---|---|
| **Who may avail:** | PNP Personnel | | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Valid ID<br>2. Request Google Form using QR Code | | Applicant<br>Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Valid ID at Financial Information Management Division Lobby table | Check the validity of ID | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| 2. Fill out the Google Form using QR Code | 2.1. Check the name of clientele in the Google Form Responses | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| | 2.2. Prepare and Release the New Password | None | 3 minutes | Action PNCO/NUP |
| | **TOTAL:** | None | 5 minutes | |

## 4. Issuance of Certificate of Salary Verification

The Issuance of Certification for Pay and Allowances, Collateral Allowances, and other Gratuities Differential Claims of a PNP personnel is verified the record through the Payroll Management System (PMS). The document must be signed by the authorized user who printed the payslip and authenticated by the Chief and Non-Uniformed Personnel Supervisor, Data Control Section.

| | |
|---|---|
| **Office or Division:** | Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Valid ID | Applicant |
| 2. Request Google Form using QR Code | Financial Information Management Division, PNP Finance Service (FIMD, PNP FS) |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Submit Valid ID at Financial Information Management Division Lobby table | Check the validity of ID | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| 2. Fill out the Google Form using QR Code | 2.1. Check the name of clientele in the Google Form | None | 1 minute | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, |

| | | | | |
|---|---|---|---|---|
| | Responses | | | Financial Information Management Division |
| | 2.2. Prepare and Release the Certificate of Salary Verification | None | 10 minutes | Action Police Non-Commissioned Officer/ Non-Uniformed Personnel, Financial Information Management Division |
| | **TOTAL:** | None | 11 inutes | |

**FINANCE SERVICE UNIT 14 (FSU-14)**

**1. Issuance of Official Receipts**

Official receipt is issued to payees/applicants to acknowledge the payment/collection of cash/check payment and as written evidence on the services rendered by the PNP thru the collecting officer who is duly bonded to serve as the temporary fund custodian responsible for the collection of PNP fees and charges.

| | |
|---|---|
| **Office or Division:** | Finance Service Unit 14 (FSU-14) Collection Section |
| **Classifications:** | Simple |
| **Type of transaction:** | G2G or Government to Government |
| **Who may avail:** | All Government Agencies, LGUs, GOCCs, other Government Instrumentalities and the general public |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Application Form (DI)<br>• Directorate for Intelligence/PNP Clearance<br><br>2. Invitation to Bid or Application form for the purchase of bidding documents | Directorate for Intelligence (DI) |

| | |
|---|---|
| • Bids and Awards Committee (BAC) | |
| 3. Order of payment<br>• Training Service<br>• Neuro Psycho Validation Fee<br>• Public Address System/ Audio Visual Sysyem (PAS/AVS)<br>• General Fund<br>• Permit To Carry Firearms Outside Residence (PTCFOR) Card<br>• Firearms (FS) Card<br>• License to Own and Possess Firearms (LTOPF) Card<br>• License to Exercise Security Profession (LESP) Card | PNP Logistics Support Service (LSS)<br><br>PNP Training Service (TS) |
| 4. Billing Notice<br>• Light<br>• Water<br>• Concessionaire<br>• Housing Rental<br>• Hospital Bills | PNP General Hospital (PNPGH)<br><br>Communication and Electronic Services (CES) |
| 5. Application form and/or Valid ID<br>• Neuro Psycho Test<br>• Drug Test<br>• Gun Safety Seminar | Finance Service, Commission on Audit (COA), Directorate for Comptrollership (DC) Accounting |
| 6. Parking tickets<br>• PNP Transportation Oval (PTO) Parking Fee | Permit To Carry Firearms Outside Residence Secretariat, Office of the Chief, PNP (OCPNP)<br><br>Firearms and Explosives Office (FEO) |
| 7. Official Receipt of Car Registration and Certificate of Registration & Owners ID<br>• Decal | Firearms and Explosives Office (FEO) |
| 8. Tirelock Notice<br>• Tirelock | Supervisory Office for Security and Investigation Agencies (SOSIA) |

| | | | | |
|---|---|---|---|---|
| | | Headquarters Support Service (HSS)<br>Headquarters Support Service (HSS)<br>Headquarters Support Service (HSS)<br>PNP Engineering Service (ES)<br>PNP General Hospital (PNPGH)<br>PNP General Hospital (PNPGH)<br>Forensic Group<br>Firearms and Explosives Office (FEO)<br>Headquarters Support Service (HSS)<br>Headquarters Support Service (HSS)<br>Headquarters Support Service (HSS) | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| Proceed to payment counters and fill-out or submit the requirements for issuance of Official Receipt/s (OR). | Accept payment and issue Official Receipt/s (OR). | (See attached schedule of fees) | 2-3 minutes | Cashier/<br>Collecting Teller,<br>Finance Service Unit-14 (FSU-14)<br><br>Cashier/Sub-<br>Collecting Teller,<br>Headquarters Support Service (HSS) |
| | **TOTAL:** | | 2-3 minutes | |

# SCHEDULE OF FEES

| ACCOUNT | RATE |
|---|---|
| NEURO PSYCHO TEST | |
| Regular | 900.00 |
| Senior | 720.00 |
| GUN Safety Seminar Val Fee | 100.00 |
| DRUG TEST | |
| Regular | 300.00 |
| Senior | 270.00 |
| DI/PNP CLEARANCE | 80.00 |
| NP VALIDATION FEE | |
| Security Guard | 100.00 |
| License to Operate | 200.00 |
| PNP HOUSING BOARD | |
| Positional Quarters | 2,000.00 |
| Officers' Quarters | Depends on Rank |
| DECAL | |
| Decal A | 220.00 |
| Decal B | 275.00 |
| Decal C | 550.00 |
| Decal D | 150.00 |
| Decal E | 100.00 |
| Apmic ID | 100.00 |
| TIRELOCK | |
| Immediate Release | 500.00 |
| After 6PM release | 200.00 |
| Overnight | Varies |
| PNP CARDS (FAs, LTOPF, PTCFORM, LESPO) | 200.00 |
| PTO Parking Fee | Varies |
| Light<br>Water<br>Concess | Based on Consumption |
| Training Service | Hours used/Day of Accommodation |

## REVENUE AND COLLECTION DIVISION

### 1. Issuance of Certificate of Deduction and Remittance to PhilHealth

Certificate of Deduction and Remittance to Philhealth is being issued to PNP personnel for PhilHealth benefit when confined in an accredited care health facility for at least 24 hours.

| | |
|---|---|
| **Office or Division:** | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS) |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | Active PNP Personnel and their Dependents |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| One (1) copy of the following documents:<br><br>1. Active PNP Personnel and their Dependents:<br>• Filled-out PhilHealth Claim Form 1 (CF1 Form);<br>•<br>• Filled-out PhilHealth Claim Signature Form (CSF Form)<br><br>• PNP ID Card or Any valid Government Issued Identification Card; and<br>• Any Valid ID for Dependents<br><br>2. For Retired PNP Personnel:<br>• Retired PNP ID or any valid Government Issued Identification Card;<br>• Latest Service Record | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS)<br><br>Revenue and Collection Division, PNP Finance Service (RCD, PNP FS)<br><br>Applicant<br><br>Applicant<br><br>Applicant<br><br>Personnel Accounting and Information System, Records Management Division, |

| | | Directorate for Personnel and Records Management (PAIS, RMD, DPRM) | | |
|---|---|---|---|---|
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the required documents to Window 10 | 1.1. Receive and review documents presented | None | 2 minutes | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | 1.2. Verify/validate remittance data from the database and prepare Certification | None | 5 minutes | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | 1.3. Sign Certification | None | 2 minutes | Chief, Collection and Remittance Section and Chief, Revenue and Collection Division |
| 2. Receive Certification at Window 10 | Record and Release Certification | None | 1 minute | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | TOTAL | None | 10 minutes | |

## 2. Issuance of Certificate of Deduction and Remittance to PAG-IBIG

Certificate of Deduction and Remittance to Pag-IBIG is issued to PNP personnel in cases of unreconciled contributions for Pag-IBIG claims

| | |
|---|---|
| **Office or Division:** | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS) |
| **Classifications :** | Simple |
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | Active/Retired PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Active PNP Personnel:<br>• PNP ID Card or any valid Government issued Identification Card;<br><br>Note: Additional requirements for Certifications for period covered May 2002 and below:<br>• One (1) copy of Service Record and;<br>• One (1) copy of Payslip<br><br>2. Retired PNP Personnel:<br>• Retired PNP ID or any valid Government issued Identification Card | Applicant<br><br>Records Management Division, Directorate for Personnel and Records Management (RMD, DPRM)<br><br>Financial Information Management Division, PNP Finance Service (FIMD, PNP FS)<br><br>Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Present the required documents to | 1.1. Receive and review documents | None | 2 minutes | Clerk, Collection and Remittance Section, Revenue and Collection |

| | | | | |
|---|---|---|---|---|
| Window 11 | presented | | | Division |
| | 1.2. Verify/validate remittance data from the database and prepare Certification | None | 5 minutes | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | 1.3. Sign Certification | None | 2 minutes | Chief, Collection and Remittance Section and Chief, Revenue and Collection Division |
| 2.Receive Certification at Window 11 | Record and Release Certification | None | 1 minute | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | TOTAL | None | 10 minutes | |

### 3. Issuance of Certificate of Deduction and Remittance to GSIS

Certificate of Deduction and Remittance to GSIS is issued to PNP personnel in cases of unreconciled contributions for GSIS claims.

| | |
|---|---|
| **Office or Division:** | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS) |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | Active/Retired PNP Personnel |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| One (1) original and one (1) photocopy of the following documents:<br>1. Letter Request from Concerned PNP Personnel;<br>2. Statement of Account from Government Service Insurance System (GSIS) (if the requested Certification is from the time of entry to present or more than 10 years) | Applicant<br><br>Government Service Insurance System (GSIS) |

| | | | | |
|---|---|---|---|---|
| Note: Payslips- Additional requirements for Certification covering the period from August 1997 and earlier which will serve as a proof of deduction since Finance Service has no available records for the said period. | | Financial Information Management, Division, PNP Finance Service (FIMD, PNP FS) | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Present the required documents to Window 12 | 1.1. Receive and review documents presented | None | 2 minutes | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | 1.2. Verify/validate deductions from the database/presented payslip and statement of account and prepare Certification | None | 25 minutes | Action PNCO, Collection and Remittance Section, Revenue and Collection Division |
| | Sign Certification | None | 2 minutes | Chief, Collection and Remittance Section and Chief, Revenue and Collection Division |
| 2. Receive Certification at Window 12 | Record and Release Certification | None | 1 minute | Clerk, Collection and Remittance Section, Revenue and Collection Division |
| | TOTAL: | None | 30 minutes | |
| NOTE:<br>30 MINUTES PROCESSING TIME FOR REQUEST FOR CERTIFICATE OF REMITTANCE FOR 12 MONTHS AND BELOW PROCESSING TIME WILL BE EXTENDED FOR REQUEST OF CERTIFICATE OF REMITTANCE FOR MORE THAN 12 MONTHS | | | | |

## 4. Printing and Authentication of BIR Form No. 2316

The Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) is provided to every employee by its employer. It summarizes the amount of compensation paid to the employee including the details of the taxes withheld by the employer throughout the taxable year. Printing and authentication of BIR Form No. 2316 is provided to requesting PNP personnel (active or retired) for purposes of application for car or housing loan, credit card, visa for travelling abroad, tax exception (when necessary), promotion, scholarship of children, etc.

| | |
|---|---|
| **Office or Division:** | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS) |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | Active/Retired PNP Personnel |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Reprinting:<br>1. PNP Identification Card | Applicant |
| Authentication:<br>1. Clear photocopies of BIR Form No. 2316 (legal size paper, number of copies depends on the client's needs) | Withholding Tax Section, Revenue and Collection Division |
| For Authorized Representative:<br>• Authorization Letter duly signed by PNP personnel;<br>• Photocopy of PNP Identification Card; and<br>• Original and one (1) photocopy of any Government issued ID of authorized representative | Applicant<br>Applicant<br>Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to Withholding Tax Section Window and present PNP ID Card | 1.1. Validate Authorization Letter and PNP ID Card presented | None | 2 minutes | Withholding Tax Personnel |
| | 1.2. Search name of | None | 5 minutes | Withholding Tax Personnel |

| | | | | |
|---|---|---|---|---|
| | requesting personnel thru database and print scanned copy of Bureau of Internal Revenue (BIR) Form No. 2316 | | | |
| | 1.3. Authenticate Bureau of Internal Revenue (BIR) Form No. 2316 | None | 3 minutes | Chief, Withholding Tax, Revenue and Collection Division/ Non-Uniformed Personnel Supervisor Withholding Tax Section |
| 2. Receive document and sign in logbook at Withholding Tax Window | Release authenticated copies of Bureau of Internal Revenue (BIR) Form No. 2316 | None | 2 minutes | Withholding Tax Personnel |
| | **TOTAL:** | None | 11 minutes | |

### 5. Releasing of BIR Form No. 2307

The Certificate of Credible Tax Withheld at Source is used to present the income of an individual or business entity that is subject to expanded withholding tax for quarterly and annual filing of their income tax return. It is issued by Accounting Division, forwarded to the Withholding Tax Section to be signed by Chief, RCD, prior releasing to the concerned supplier/dealer.

| | |
|---|---|
| **Office or Division:** | Revenue and Collection Division, PNP Finance Service (RCD, PNP FS) |
| **Classifications:** | Simple |

| | |
|---|---|
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | Active/Retired PNP Personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| 1. Authorization Letter from Company Head; and<br>2. Company Identification Card | Company<br><br>Company |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Present requirements to Withholding Tax Window | Search name of company from file | None | 2 minutes | Withholding Tax Personnel |
| 2. Receive documents and signs in the logbook at Withholding Tax Window | Retrieve and release two (2) copies of BIR Form No. 2307 | None | 1 minute | Withholding Tax Personnel |
| | **TOTAL:** | None | 3 minutes | |

## 6. Authentication of 201 File Documents issued by PNP Finance Service

Authentication of 201 File Documents issued by PNP Finance Service is necessary to ensure the reliability, validity, accurate records and verifies the source of document.

| | |
|---|---|
| **Office or Division:** | Office of the Administrative Division, PNP Finance Service |
| **Classifications:** | Simple |
| **Type of Transaction:** | G2G or Government to Government |
| **Who may avail:** | PNP Personnel |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| One (1) Original copy and photocopy of documents (number of photocopies depends on client's need)<br>• Individual Performance Evaluation Rating (IPER) Individual Performance Commitment and Review (IPCR)<br>• Statement of Assets, Liabilities, and Net Worth (SALN)<br>• Awards<br>• Attestation<br>• Trainings | Applicant/ Admin Office, PNP Finance Service |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Present original copy of documents and submit photocopies of documents at Message Center, Admin Office | Receive/Review the documents | None | 3 minutes | Clerk, Admin |
| 2. Wait for the request to be processed | Signing of authentication | None | 1 minute | Administrative Officer |
| 3. Claim the authenticated file at Message Center, Admin Office | Release authenticated copy of documents | None | 1 minute | Clerk, Admin |
| | **TOTAL:** | None | 5 minutes | |

## PNP Finance Service Feedback and Complaints Mechanism

| FEEDBACK AND COMPLAINTS MECHANISM | |
|---|---|
| How to send feedback? | 1. Contact the PNPFS Hotline: (02) 8537-4500 (loc. 6901) or +639985988155; or<br>2. E-mail the message center.fs@gmail.com or Message center.fs@pnp.gov.ph; or<br>3. Message the Official PNPFS Facebook Account: PNP Finance Service; or<br>4. Fill up the Citizens/Clients Satisfaction Survey through google form through the QR Code posted in FS Offices. |
| How feedback is processed? | The duty Message Center opens the email and or google form link and records all feedback submitted. Forward the received feedback to the Action NUP for compilation and records. Feedback requiring answers are forwarded to the concerned division/s. The answer/reply is then relayed to the citizen thru phone call or email.<br><br>For inquiries and follow-ups, clients may contact the following cell phone number: (02)8537-4500 (loc. 6901), or e-mail at Message center.fs@gmail.com at Message center.fs@pnp.gov.ph or message the Official PNPFS Facebook Account: PNP Finance Service. |
| How to file a complaint | Complaints can be sent to CRMIS (E-Sumbong Portal), I report Mo kay TSIP Hotline Number or contact the PNPFS Hotline: (02)8537-4500 (loc. 6901); or e-mail the Message |

| | |
|---|---|
| | center.fs@gmail.com at Message center.fs@pnp.gov.ph ; or message the Official PNPFS Facebook Account: PNP Finance Service; or Make sure to provide the complete information. |
| How complaints are processed | The PCR Officer opens the E-Sumbong Portal on a daily basis and evaluates each complaint. Upon evaluation, the PCR Officer shall evaluate and forward the complaint to the relevant Division for their action taken/explanation. For Complaints sent to CRMIS (E-Sumbong Portal), complaint is forwarded to the concerned Unit after the evaluation.<br><br>The designated drafter shall draft the Memo/Letter containing the clarifications and actions taken in the complaint. The Director, PNPFS then signs the said Memo/Letter, after which, forward the soft and hard copy to PCADG and other Complaint Center.<br><br>For Complaints sent to PNPFS Hotlines, the designated hotline PNCO shall call/text the sender and relay the actions taken on the complaints. |
| Contact Information of CCB, PCC, ARTA | ARTA: complaints@arta.gov.ph<br>1-ARTA (2182)<br>PCC : 8888<br>CCB : 0908-881-6565 (SMS) |

| Office | Address | Contact Information |
|---|---|---|
| Finance Service Headquarters | FS Headquarters, Camp BGen Rafael T. Crame, Quezon City | Contact info:<br>Trunk line: (02) 8537-4500 Local 6901<br>FB Page and Account: PNP Finance Service |
| RFSO1 | Camp Brig Gen Oscar M Florendo Parian, San Fernando City, La Union | Contact info:<br>09565789664/ 6870775<br><br>FB Page and Account:<br>Rfu Uno/Rfu Ilocos Region |
| RFSO2 | Camp Adduru, Tuguegarao City, Cagayan | Contact info:<br>09565789664/ 6870775<br>09178103607/ (078)3046528<br><br>FB Page and Account:<br>Rfutwo/Rfutwo Fs (Rfso Two) |
| RFSO3 | Camp Olivas, San Fernando, Pampanga | Contact info:<br>09399161179/<br>09175524434/<br>0454351957<br><br>FB Page and Account: |

| | | |
|---|---|---|
| | | Finance Service Office 3 Camp Olivas |
| RFSO4A | Camp Olivas, San Fernando, Pampanga | Contact info: 09175490209<br><br>FB Page and Account:<br>Regional Finance Service Office 4A |
| RFSO4B | Camp Efigenio C Navarro, Calapan City Mindoro Oriental | Contact info:<br>09055720027/<br>(043) 2887272/<br>09996509436<br><br>FB Page and Account:<br>Rfu Mimaropa/RFSO Mimaropa |
| RFSO5 | Camp Simeon A. Ola, Legaspi City | Contact info: 09171856102<br><br>FB Page and Account:<br>Regional Finance Unit 5 |
| RFSO6 | Camp Martin Delgado, Iloilo City | Contact info: 9190075510<br><br>FB Page and Account:<br>Rfu Prosix |
| RFSO7 | Camp Sergio Osmeña Sr. Blvd., Cebu City | Contact info:<br>09493433137/ (032)2540676<br><br>FB Page and Account:<br>Rfu Seven/Regional Finance Unit<br>7 |
| RFSO8 | Camp Kangleon, Palo, Leyte | Contact info: 09351085129<br>09999185700<br><br>FB Page and Account:<br>RFU8/Rfu Eyt |
| RFSO9 | Camp Col Romeo A. Abendan, Mercedes, Zamboanga City | Contact info: 09173060769<br><br>FB Page and Account:<br>Regional Finance Unit 9 |
| RFSO10 | Camp Alagar, Cagayan<br>de Oro City | Contact info:<br>09206339701/09951136646<br><br>FB Page and Account:<br>RFU TEN/Rfu Ten |
| RFSO11 | Camp Quintin Merecido,<br>Catitipan, Davao City | Contact info: 09213425175/<br>09776366659<br><br>FB Page and Account:<br>Regional Finance Unit 11/Rfu Eleven |

| | | |
|---|---|---|
| FSO12 | RFU12 | Contact info: 09157936797/ 09685930993<br><br>FB Page and Account: Regional Finance Unit 12/Rfu Dose |
| RFSO13 | Camp Rodriguez, Butuan City | Contact info: 09707135709/ 09770488000<br><br>FB Page and Account: Rfu Caraga |
| RFSO15 | Camp Bado Dangwa, La Trinidad, Benguet | Contact info: 09171177216/ 4223225<br><br>FB Page and Account: Rfu Cordillera |
| RFSO16 | Camp Bagong Diwa, Bicutan, Taguig City | Contact info: 09532585330/ 88372471<br>Local: 5252-5255<br><br>FB Page and Account: Rfu Ncr/ NCRPO - SAF Finance Service |
| RFSO19 | Camp Brig Gen Salipada K Pendatun, Parang Maguindanao | Contact info: 09564486362/ 09480323110<br>FB Page and Account: Rfu armm |
| FSO14 | Camp BGen Rafael T Crame, Quezon City | Contact info: 09687638548/09771140370/ 8 723 0401 Local: 6908<br><br>FB Page and Account: Finance Service Unit 14/DreamCatTeamfsofourteen |
| FSO17 | Camp BGen Rafael T Crame, Quezon City | Contact info: 09690286397/ 09451889117/ 7230401/ 6910<br><br>FB Page and Account: Finance Service Unit Seventeen/ FsuSeventeen Nsu |
| FSO18 | Camp General Mariano Castañeda, Silang Cavite | Contact info: 09270728371<br><br>FB Page and Account: Finance Eighteen/FsoEighteen Pnpa |

**PNP HEALTH SERVICE**

## 1. Annual Physical Examination (APE)

In line with Philippine National Police (PNP) Memorandum Circular No. 2020-029 entitled, “Revised PNP Comprehensive Health and Physical Fitness Program”, PNP Health Service shall conduct APE to all 40 years old and above PNP personnel. This is a periodic medical examination intended to address and prevent more serious health conditions before it begins to cause problems.

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|---|---|
| **Office or Division** | Philippine National Police Health Service (PNP HS)/ Physical Examination (PE) Section and Philippine National Police General Hospital (PNPGH) |
| **Classification:** | Highly Technical |
| **Type of Transaction** | G2G – Government to Government |
| **Who may avail:** | PNP uniformed and non-uniformed personnel, 40 years old and above during the present calendar year, with APE Order from the Directorate for Personnel and Records Management (DPRM). |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| a. APE Letter Order (1 photocopy) | DPRM through PNP Email System (PES) |
| b. Valid PNP ID (1 original) | Records Management Division (RMD), DPRM |
| c. APE Form (1 original) | Downloaded from https://hs.pnp.gov.ph/forms/ |
| d. 2x2 picture in white background with name tag (1 original) | Applicant |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| 1. Secure DPRM APE Order. | 1. Provide DPRM Orders with instruction of personnel for diagnostic, Eyes, Ears, and Throat (ENT), Ophthalmology, dental and general physical examinations. **Give instructions to fast for 6-8 hours prior specimen collection at Laboratory, PNPGH and to photocopy the results* | None | 1 day | Duty personnel, PE Section |

| | | | | |
|---|---|---|---|---|
| | *for submission during consultation.*<br>** Ask also the client to download the APE Form and instruct him/her to properly fill-out the form and bring it during the scheduled diagnostic examination.* | | | |
| 2. Proceed to PNPGH for the scheduled diagnostic examination.<br>**Client must bring the properly filled out APE Form.* | 2.1 Conduct specimen extraction and sign in the APE form.<br><br>2.2 Conduct chest x-ray and sign in the APE form.<br><br>2.3 Take client's Electrocardiogram (ECG) tracing and sign in the APE form.<br>** Duty personnel who conducted the diagnostic procedures will inform client that results are released after one (1) day.* | None<br><br>None<br><br>None | 5 minutes<br><br>5 minutes<br><br>5 minutes | Duty personnel, Department of Pathology, PNPGH<br><br>Duty personnel, Department of Radiology, PNPGH<br><br>Duty personnel, Heart Station, PNPGH |
| 3. Proceed to Department of Ophthalmology, PNPGH and Department of ENT, PNPGH for Eye and Ear examinations. | 3.1 Conduct Ophthalmology Examination and write the result in the APE Form.<br><br>3.2 Conduct ENT Examination and write the result in the APE Form. | None<br><br>None | 3 minutes<br><br>4 minutes | Duty Ophthalmologist, PNPGH<br><br>Duty ENT Specialist, PNPGH |

| | | | | |
|---|---|---|---|---|
| 4. Return to office/home and wait for the release of diagnostic examination results. | 4. Process the diagnostic procedures and encode the results. | None | 1 day | Duty personnel, Department of Pathology, Department of Radiology, and Heart Station, PNPGH |
| 5. Proceed to PNPGH and secure results of diagnostic examinations. | 5.1 Release laboratory results and ask client to sign in the receiving logbook.<br><br>5.2 Release the chest x-ray result and ask client to sign in the receiving logbook.<br><br>5.3 Release ECG reading and ask client to sign in the receiving logbook. | None<br><br>None<br><br>None | 1 minute<br><br>1 minute<br><br>1 minute | Duty personnel, Department of Pathology, PNPGH<br><br>Duty personnel, Department of Radiology, PNPGH<br><br>Duty personnel, Heart Station, PNPGH |
| 6. Proceed to PE Section for consultation.<br>**Make sure to bring the completely filled-out APE Form and photocopies of diagnostic exam results.* | 6.1 Check forms and results presented.<br><br>6.2 Take vital signs.<br><br>6.3 Conduct Medical Evaluation. | None<br><br>None<br><br>None | 2 minutes<br><br>3 minutes<br><br>7 minutes | Duty Nurse, PE Section<br><br>Duty Nurse, PE Section<br><br>Medical Officer on Duty, PE Section |
| 7. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 7. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty personnel, PE Section |

| | | | | |
|---|---|---|---|---|
| 8. Return to office/home and wait for the release of official APE report. | 8.1 Manually encode and print APE Report.<br><br>8.2 Conduct final evaluation and sign APE forms before release.<br><br>8.3 Prepare memorandum regarding the schedule of release of APE results. | None<br><br>None<br><br>None | 5 minutes<br><br>3 minutes<br><br>1 day | Duty personnel, PE Section<br><br>Chief, PE Section<br><br>Duty personnel, PE Section |
| 9. Claim the official APE report at PE Section on scheduled date. | 9. Release APE result and ask client to sign in the receiving logbook. | None | 1 minute | Duty personnel, PE Section |
| **Total** | | **None** | **2 days and 48 minutes** | |

## 2. Enhanced Monitoring of Police Overall Wellness (EMPOw)

The Philippine National Police (PNP) Health Service concurrent with its mission and functions, shall conduct EMPOw to PNP personnel aged 40 years old and above diagnosed with hypertension, diabetes mellitus, hyperuricemia, hypercholesterolemia, and fatty liver to ensure proper disease management, treatment, and monitoring in partnership with the Department of Health.

| | |
|---|---|
| **Office/Division:** | Philippine National Police Health Service (PNP HS)/ Philippine National Police General Hospital (PNPGH), PNP Dental and Oral Surgery Center (PNPDOSC), Seventeen (17) Regional Medical and Dental Units (RMDUs), and Four (4) Field Medical and Dental Units (FMDUs) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may Avail:** | PNP uniformed and non-uniformed personnel who are 40 years old and above during the present calendar year who |

| | |
|---|---|
| | were diagnosed with top five (5) diseases with Letter Order from the Directorate for Personnel and Records Management (DPRM). |

| Checklist of Requirements: | Where to Secure: |
|---|---|
| **New Participant:** | |
| a. DPRM Letter Order (1 photocopy) | DPRM through PNP Email System (PES) |
| b. Valid PNP ID (1 original) | Records Management Division (RMD), DPRM |
| c. Latest Laboratory Result (1 original) | PNPGH or any hospital |
| **Old Participant:** | |
| a. DPRM Letter Order (1 photocopy) | DPRM |
| b. PNP ID (1 original) | RMD, DPRM |
| c. Latest Laboratory Result if required during the previous meeting (1 original) | PNPGH or any hospital |
| d. Result of Previous EMPOw (1 original) | PNPGH |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to the Registration Area and present the requirements. | 1. Verify client's identification and EMPOw profile. | None | 3 minutes | Duty Registration personnel/ Secretariat |
| 2. Proceed to the Vital Signs Area. | 2.1 Take client's vital signs.<br>a. Blood Pressure;<br>b. Pulse Rate; | None | 1 minute<br>1 minute | Duty Nursing Service Personnel, PNPGH |

| | | | | |
|---|---|---|---|---|
| | and<br>c. Temperature.<br>2.2 Take client's anthropometric measurements.<br>a. Height<br>b. Weight | | 10 seconds<br><br><br><br><br><br>30 seconds<br>30 seconds | |
| 3. Proceed to the Laboratory Area. | 2.1 Take client's specimen.<br>2.2 Analyze diagnostic results.<br>a. Random blood sugar;<br>b. Cholesterol; and<br>c. Uric Acid.<br>2.3 Encode laboratory results. | None | 30 seconds<br><br><br><br>2 minutes<br><br>5 minutes<br>5 minutes<br><br>1 minute | Duty personnel, Department of Pathology, PNPGH |
| 4. Proceed to the Consultation Area. | 4. Medical consultation and profiling of client. | None | 20 minutes | Duty Medical Service Personnel, PNPGH |
| 5. Proceed to the EMPOw result Printing Area. | 5. Print and issue the EMPOw result. | None | 1 minute | Duty Secretariat |

| | | | | |
|---|---|---|---|---|
| 6. Proceed to the Pharmacy. | 6. Dispense of four (4) months supply of maintenance medicines and provide health teachings. | None | 5 minutes | Duty Personnel, Pharmacy Section, PNPGH |
| 7. Avail add-on services. | 7.1 Provide add-on services:<br>a. Updating of derntal records/ assessment;<br>b. Mental Health Counselling;<br>c. Eye consultation;<br>d. Nutrition counselling;<br>e. Pneumococcal vaccination; and<br>f. Influenza vaccination. | None | 5 minutes<br>5 minutes<br>10 minutes<br>7 minutes<br>2 minutes<br>2 minutes | Duty personnel, PNPDOSC<br>Duty personnel, Department of Psychiatry, PNPGH<br>Duty personnel, Department of Ophthalmology, PNPGH<br>Duty personnel, Nutrition and Dietetics Section, PNPGH<br>Duty Nursing Service Personnel, PNPGH<br>Duty Nursing Service Personnel, PNPGH |

| | | | | |
|---|---|---|---|---|
| 8. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 8. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Registration personnel/ Secretariat |
| **Total** | | **None** | **1 hour, 18 minutes, and 40 econds** | |

## 3. Physical, Medical and Dental Examination (PMDE)

The Philippine National Police (PNP) Health Service, concurrent with its mission and functions and in support of various PNP guidelines and procedures, shall conduct PMDE to PNP personnel as a requirement for Training/Schooling (Local/Foreign), United Nations (UN) Mission, Official Foreign Travel, Lateral Entry for Line Officers/Technical Officers, Restoration of Salary/Reinstatement, Promotion, or Return to Unit Police Trainees.

| | |
|---|---|
| **Office or Division** | Philippine National Police Health Service (PNP HS)/ Physical Examination (PE) Section; Philippine National Police General Hospital (PNPGH); Philippine National Police Dental and Oral Surgery Center (PNPDOSC); and PNP HS Message Center |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br>G2C – Government to Citizen |
| **Who may avail:** | a. All individuals entering the police service via Recruitment (Regular or Attrition, Lateral Entry, Philippine National Police Academy and Non-Uniformed Personnel) who recently passed the Psychological and Psychiatric Examination (PPE);<br>b. PNP personnel whose service was interrupted for at least six months, due to suspension, dismissal, detention and other similar causes, after having been restored to full duty status and prior reassignment to certain office/unit;<br>c. PNP personnel who are promotable (PLTCOL to PCOL) and those who are required to undergo PNP mandatory schooling and specialized trainings based on Training Lineal List (TLL) and other PNP authorized enlisting;<br>d. PNP personnel/Police Trainee who is Terminated from Training (TFT) and being returned to their former/mother unit, either due to their being medically unfit, or due to some infraction/violation of National Police College/National Police Training Institute |

| | |
|---|---|
| | (NPC/NPTI) Training Guidelines, for certification as "Physically Fit" before continuing the training/ schooling; and<br>e. PNP personnel endorsed by the Directorate of Plans (DPL) for UN Mission. |

| Checklist of Requirements: | Where to Secure: |
|---|---|
| **1. PNP Personnel:** | |
| a. Endorsement from concerned PNP Units (1 original) | Requesting PNP Office/Unit |
| b. Valid PNP ID (1 original) | Records Management Division, Directorate for Personnel and Records Management |
| c. 2x2 picture in white background with name tag (2 original copies) | Applicant |
| **2. Civilian Applicant:** | |
| a. Endorsement from concerned PNP Units (1 original) | Requesting Unit |
| b. Valid Government Issued ID (1 original) | Issuing Government Agency |
| c. 2x2 picture in white background with name tag (2 original copies) | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to PNP Health Service Message Center to submit request to conduct PMDE.<br>**Liaison of requesting unit will accomplish this step.* | 1. Receive and endorse the memorandum to PE Section.<br>**Instruct client to wait for the schedule of diagnostic examination and consultation through a memorandum.* | None | 1 minute | Duty Personnel, PNP HS Message Center |
| 2. Wait for the schedule of diagnostic, Eyes, Nose and Throat (ENT), Ophthalmology and dental examination | 2. Prepare and disseminate a memorandum for the schedule of diagnostic, ENT, Ophthalmology, dental and general physical examinations.<br>**Give instructions to fast for 6-8 hours prior specimen* | None | 1 day | Duty personnel, PE Section |

| | | | | |
|---|---|---|---|---|
| s. | *collection at Laboratory, PNPGH.* | | | |
| 3. Proceed to PNPGH on scheduled date for the diagnostic exam. | 3.1 Conduct specimen extraction.<br><br>3.2 Conduct chest x-ray.<br><br>3.3 Take client's Electrocardiogram (ECG) tracing.<br>**Duty personnel who conducted the diagnostic procedures will inform client that results are released after ONE day.* | None<br><br>None<br><br>None | 5 minutes<br><br>5 minutes<br><br>5 minutes | Duty personnel, Department of Pathology, PNPGH<br>Duty personnel, Department of Radiology, PNPGH<br>Duty personnel, Heart Station, PNPGH |
| 4. Proceed to Department of Ophthalmology, PNPGH and Department of ENT, PNPGH for Eye and Ear examinations. | 4.1 Conduct ophthalmology examination.<br><br>4.2 Conduct ENT examination. | None<br><br>None | 3 minutes<br><br>4 minutes | Ophthalmologist on Duty, PNPGH<br><br>ENT Specialist on Duty, PNPGH |
| 5. Proceed to PNPDOSC for dental examination.<br>**PNPA applicant will undergo panoramic x-ray.* | **5.** Conduct dental examination.<br>**Conduct panoramic x-ray to PNPA applicant.* | None | 5 minutes<br>**Additional 3 minutes for PNPA applicant.* | Duty Dentists, PNPDOSC |
| 6. Proceed to PE Section to secure appropriate forms and for other instruction. | **6.** Provide PMDE form and instruct client to properly fill out the form to be brought on scheduled medical consultation. | None | 3 minutes | Duty personnel, PE Section |

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|---|---|---|---|---|
| **7.** Wait for the release of diagnostic, ENT, ophthalmology, and dental examination results. | 7.1 Process the diagnostic procedures and encode the diagnostic, ENT, ophthalmology, and dental examination results.<br>** PE personnel will secure the copy of results.*<br><br>7.2 Prepare and disseminate a memorandum regarding the schedule of medical consultation. | None<br><br>None | 1 day<br><br>1 day | Duty personnel, PE Section, PNPGH, and PNPDOSC<br><br>Duty personnel, PE Section |
| 8. Proceed to PE Section for medical evaluation. | 8.1 Take vital signs.<br><br>8.2 Conduct a complete medical examination correlating physical findings, diagnostics, and dental results.<br>**Referral to Medical Specialist'/s may take place as necessary.*<br><br>For PNP Recruitment Process:<br>8.3 Conduct final medical evaluation and PMDE board. | None<br><br>None<br><br>None | 3 minutes<br><br>10 minutes<br>**1 day or more if with referral to Specialist/s*<br><br>1 day | Duty Nurse, PE Section<br><br>Medical Officer on Duty and Duty Nurse PCO/PNCO, PE Section<br><br>PNP HS PMDE Board, PNP Recruitment and Selection Service Personnel, Recruitment Officer of the concerned Unit, and National Police Commission (NAPOLCOM) Representative |

| | | | | |
|---|---|---|---|---|
| | For UN Mission:<br>8.4 Conduct Vaccination (Hepatitis B, Diphtheria, Pertussis, and Tetanus (DPT), Meningococcal, Meningitis, Polio, Typhoid and Cholera Vaccines)<br>**Schedule of vaccination may vary upon availability of vaccines.* | None | 7 minutes | Duty Personnel, PE Section |
| 9. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 9. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty Personnel, PE Section |

| | | | | |
|---|---|---|---|---|
| 10. Wait for the result of PMDE. | 10.1 Encode results of PMDE. | None | 5 minutes | Duty Personnel, PE Section |
| | 10.2 Review and sign PMDE form before release. | None | 3 minutes | Chief, PE Section |
| | 10.3 Prepare and send to the requesting unit a memorandum for the schedule of the release of results/ certificates. | None | 1 day | Duty Personnel, PE Section |
| 11. Claim the official result of PMDE at PE Section.<br>**On the scheduled date given.* | 11. Release the result and ask the client to sign in the receiving logbook. | None | 1 minute | Duty Personnel, PE Section |
| **Total** | **For PNP Recruitment:** | **None** | **5 days and 55 minutes** | |
| | **For UN Mission:** | | **4 days, 1 hour, and 2 minutes** | |
| | **For Other Purposes:** | | **3 days and 55 minutes** | |

## 4.Medical Evaluation for Fidelity Bond, Fit/Unfit for PNP Service/Duties/Strenuous Activities

The Philippine National Police (PNP) Health Service, concurrent with its mission and functions, shall conduct medical evaluation to PNP personnel to identify any health conditions or risks that may affect the individual's ability to carry out their responsibilities effectively, safely, and with the integrity required by their position. The personnel are classified as fit or unfit for duty, with appropriate recommendations for medical interventions, treatment, or modifications to their duties if necessary.

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|---|---|
| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Physical Examination (PE) Section; Philippine National Police General Hospital (PNPGH); and PNP HS Message Center |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | PNP personnel who are requested to undergo medical evaluation for whatever purpose it may serve so long as related to the overall functional capacity of the said personnel in relation to the specific function of the police service. |

## 5.Medical Evaluation for Physical Fitness Test (PFT)

The program is conducted in support to the Philippine National Police (PNP) Memorandum Circular No. 2020-029 entitled, "Revised PNP Comprehensive Health and Physical Fitness Program", which states that PNP personnel, 30 years old and above, prior their scheduled PFT will undergo medical evaluation including electrocardiogram (ECG) test.

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|---|---|
| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Physical Fitness Test (PFT) Clinic, Philippine National Police General Hospital (PNPGH) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | All uniformed PNP personnel during their birth month and as a requirement for specialized/mandatory training. |
| **Checklist of Requirements:** | **Where to Secure:** |
| **For Annual PFT:** | |
| a. Valid PNP ID (1 original and 1 photocopy) | Records Management Division (RMD), |

| | |
|---|---|
| | Directorate for Personnel and Records Management (DPRM) |
| b. Body Mass Index (BMI) Monitoring Form (1 original) | PNP personnel's Unit |
| c. PFT Pre-medical Form (1 original) | Downloaded from https://hs.pnp.gov.ph/forms/ or<br><br>through QR code distributed to Admin Offices of PNP units |
| **For Specialized/Mandatory Training PFT:** | |
| a. Valid PNP ID (1 original) | RMD, DPRM |
| b. BMI Monitoring Form (1 original) | PNP personnel's Unit |
| c. PFT Pre-medical Form (1 original) | Downloaded from https://hs.pnp.gov.ph/forms/ or<br><br>through QR code distributed to Admin Offices of PNP units |
| d. Electrocardiogram (ECG) result with reading taken within three (3) months (1 original) | PNPGH or any hospital |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Sign in the logbook and present the requirements to the PFT Clinic personnel.<br>**Wear athletics uniform without firearm and make sure that the PFT Pre-medical Form and BMI Monitoring Form are properly filled-out.* | 1.1 Check the client's identification and completeness of the information in the pre-medical form and BMI monitoring form.<br><br>1.2 Take | None<br><br>None | 2 minutes<br><br>3 minutes | Duty Nurse, PFT Clinic, PNPGH<br><br>Duty Nurse, PFT Clinic, PNPGH |

| | | | | |
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| | the client's vital signs,anthropometric measurements, and BMI. | | | |
| 2. Proceed to the ECG Room.<br>**Make sure to remove metallic objects.*<br>3. **For annual PFT only.* | 2. Ask client to lie down comfortably, breath normally, attach ECG leads, and take client's ECG tracing. | None | 4 minutes | Duty Nurse, PFT Clinic, PNPGH |
| 4. Proceed to the duty Medical Evaluation room for pre-medical evaluation.<br>5. **For annual PFT only.* | 3.1 Conduct medical evaluation to the client.<br><br>3.2 For clients with no ECG findings, ask them to return and receive their result after five (5) working days.<br><br>3.3 For | None<br><br>None<br><br>None | 8 minutes<br><br>5 days<br><br>5 days | Duty Medical Officer, PFT Clinic, PNPGH<br><br>Duty Medical Officer, PFT Clinic, PNPGH<br><br>Duty Medical Officer, PFT Clinic<br>and IM Specialist, PNPGH |

| | | | | |
|---|---|---|---|---|
| | clients with ECG findings, ask them to undergo further Internal Medicine evaluation at PNPGH and return to PFT Clinic for re-evaluation. | | | |
| 6. Proceed to PFT D-day medical evaluation. | 4.1 Check medical evaluation result.<br>**For annual PFT only.*<br>4.2 Take vital signs.<br>**For annual PFT only.*<br>4.3 Conduct medical evaluation and certify if the client can proceed to perform PFT or not. | None<br>None<br>None | 1 minute<br>2 minutes<br>3 minutes | Duty Nurse, PFT Clinic, PNPGH<br>Duty Nurse, PFT Clinic, PNPGH<br>Duty Medical Officer, PFT Clinic, PNPGH |
| 7. 5. Accomplish the Client | 5. Encourage | None | 2 minutes | PFT Clinic |

| | | | | |
|---|---|---|---|---|
| Satisfaction Measurement (CSM) Survey. | the client to scan the CSM QR Code and answer the survey. | | | Personnel |
| 8. **Total** | **For Annual PFT** | **None** | **5 days and 25 minutes** | |
| 9. | **For Specialized/Mandatory Training PFT** | **None** | **10 minutes** | |

## 6. Validation Of Medical Certificate

In line with Philippine National Police (PNP) Circular No. 2006-18 entitled, "Revised Guidelines in the Accounting of PNP Uniformed Personnel who are Confined/Treated at PNP Health Facilities and Other Hospital," PNP Medical Officers shall validate the medical certificate of PNP personnel who were seen and examined by non-PNP physicians. The PNP Medical Officer shall indicate the disposition of the patient and make the appropriate recommendation based on his/her medical evaluation.

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|---|---|
| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Physical Examination (PE) Section and PNP HS Message Center |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may avail:** | PNP personnel whose Medical Certificate were issued by non-PNP health facilities and subsequently endorsed for validation to ensure its validity or authenticity, with purpose which includes: filing of sick leave, personal explanation, pre-charge investigation and other concerns relating to the accounting of PNP personnel. |
| **Checklist of Requirements:** | **Where to Secure:** |
| a. Endorsement from requesting Unit (1 original) | Requesting Unit |
| b. Medical Certificate (1 authenticated copy) | Health facility where the personnel concerned was treated |
| c. Valid PNP ID (1 original) | Records Management Division, Directorate for Personnel and Records Management |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to PNP Health Service Message Center to submit request for validation of Medical Certificate.<br>**Liaison of requesting unit will accomplish this step.*<br>**Make sure to attach the authenticated copy of medical certificate requested for validation.* | 1.1 Receive and endorse the memorandum to PE Section.<br>**Instruct client to wait for the schedule of release of result of validation through memorandum.* | None | 1 minute | Duty personnel, PNP HS Message Center |
| | 1.2 Validate the authenticity of the medical certificate via phone call, text message and/or e-mail. | None | 3 minutes | Duty Nurse PNCO, PE Section |
| ***If the contact information provided is unreachable, provide alternate contact details.* | 1.3 If the contact information provided is unreachable, contact the requesting unit or personnel and ask them to provide alternate contact details. | None | 3 minutes<br>*2 or more days if sent via e-mail or text-back, callback and follow-up calls are required. | Duty Nurse PNCO, PE Section |
| ***If the** alternate *contact details are still unreachable, provide case-related medical records to serve as supporting documents.* | 1.4 If the alternate contact details are still unreachable, contact the requesting unit or personnel to provide case-related medical records to serve as | None | 5 minutes | Duty Nurse PNCO, PE Section |

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| | supporting documents. | | | |
| 2. Wait for the result of validation. | 2.1 Encode results of validation.<br><br>2.2 Final evaluation and signing of validation result.<br><br>2.3 Prepare and send to the requesting unit a memorandum for the schedule of the release of result. | None<br><br>None<br><br>None | 5 minutes<br><br>3 minutes<br><br>1 day | Duty personnel, PE Section<br><br>Chief, PE Section<br><br>Duty personnel, PE Section |
| 3. Claim the official result of medical evaluation at PE Section. **On scheduled date provided in the memorandum.* | 3. Release the result and ask the client to sign in the receiving logbook. | None | 1 minute | Duty personnel, PE Section |
| 4. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 4. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty personnel, PE Section |
| **Total** | | **None** | **1 day and 15 minutes** | |

## 7. Processing of Reimbursement of Hospitalization Expenses (RHE)

This program is conducted in support to Philippine National Police (PNP) Memorandum Circular No. 2021-040 entitled, "Revised Rules Governing the Reimbursement of Service-Connected Hospitalization Expenses and Other Hospital Benefits of PNP Personnel in the Active Service," which aims to uplift the morale and welfare of active PNP personnel who were hospitalized due to disease/illness/injury during his/her active duty.

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|---|---|
| **Office/Division:** | Philippine National Police Health Service (PNP HS)/ Reimbursement of Hospitalization Expenses (RHE) Section and Philippine National Police General Hospital (PNPGH) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government |
| **Who may Avail:** | All PNP personnel who were hospitalized due to disease/illness/injury during his/her active duty. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| 1. Endorsement from Unit Assignment (1 original) to include the following: | Admin Office of Unit where applicant is assigned |
| a. Investigation Report (1 original) | Admin Office of Unit where applicant is assigned |
| b. Traffic Accident Report (1 original) for Motorcycle/Vehicular Accident to include: | Traffic Bureau/Police Station where accident happened |
| 1) OR and CR of motorcycle/vehicle used (1 photocopy) | Land Transportation Office (LTO) |
| 2) Valid Driver's License (1 back-to-back photocopy) | LTO |
| 2. Certificate of Duty Status (1 original) to include the following: | Admin Office of Unit where applicant is assigned |
| a. Sick Call Slip (1 original) | Admin Office of Unit where applicant is assigned |
| b. Confinement and Termination Order for those confined at PNP General Hospital | Publication, Directorate for Personnel and Records |

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|---|---|
| (PNPGH) (1 photocopy) | Management (DPRM) |
| c. Certification from C, PNPGH for confinement outside PNPGH for those confined outside PNPGH (1 photocopy) | Hospital Information Management Section (HIMS), PNPGH |
| d. Sick Leave Order covering the period of confinement (1 photocopy) | Admin Office of Unit where applicant is assigned |
| e. Service Record (1 original) | Admin Office of Unit where applicant is assigned |
| 3. Medical Certificate (1 original/certified true copy) to include the following: | PNPGH and/or any hospital where the applicant was confined. |
| a. Legible and complete clinical narrative summary with history of present illness<br>(1 original/certified true copy) | PNPGH and/or any hospital where the applicant was confined. |
| b. Statement of Account (1 original/certified true<br>copy) | PNPGH and/or any hospital where the applicant was confined. |
| c. Official Receipts/Service or Sales Invoice of Hospital Bills, Professional Fees, Medicines, Laboratory Work-up and other related procedures (All original) | PNPGH and/or any hospital/ health facilities where the applicant availed services. |
| d. Letter request (1 original) to include the following: | Applicant |
| 1) Valid PNP ID (1 back-to-back photocopy) | Records Management Division (RMD), DPRM |
| 2) Landbank ATM with Account Number<br>(1 photocopy) | Landbank of the Philippines |
| 4. Additional requirements in case of death: | |
| a. Certificate of Declared Legal Beneficiaries<br>(1 original/certified true copy) | PNP Retirement and Benefits Administration Service (PRBS) |

| | |
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| b. Valid ID of Legal Beneficiaries (1 photocopy) | Issuing Government Agency/ Government Unit of place of client's residence |
| c. Death Certificate (1 photocopy) | Philippine Statistics Authority (PSA) |
| d. Marriage Certificate if married (1 photocopy) | PSA |
| e. Birth Certificate (1 photocopy) | PSA |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to RHE Office and submit complete documentary requirements.<br>**Submit documents in a white folder with tabbings.* | 1. Receive the folder application, prepare the information sheet and check the completeness of requirements submitted. | None | 10 minutes | Duty Personnel, RHE Section |
| 2. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 2. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty Personnel, RHE Section |
| 3. Wait for the approval/ disapproval of the RHE application. | 3.1 Prepare documents and schedule for National Headquarters RHE Adjudication Board.<br><br>3.2 Conduct | None | 5 days | Duty Personnel, RHE Section<br><br>Duty Personnel, |

| | | | | |
|---|---|---|---|---|
| | National Headquarters RHE Adjudication Board.<br><br>**If disapproved, inform the applicant.* | None | 1 day | RHE Section and National Headquarters RHE Adjudication Board members<br><br>Duty Personnel, RHE Section |
| | 3.3 Prepare resolution for signature of National Headquarters RHE Adjudication Board members. | None | 1 day | RHE Section Personnel and National Headquarters RHE Adjudication Board members |
| | 3.4 Route the resolution to the National Headquarters RHE Adjudication Board members for their signature. | None | 3 days | Duty Personnel, RHE Section |
| | 3.5 Prepare disbursement voucher and endorse to Budget and Finance Office, DPRM.<br><br>**End of transaction* | | | |

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| | *concerning HS.* | None | 2 days | |
| **Total** | | **None** | **12 days and 12 minutes** | |

## 8. Outpatient Department (OPD) Medical Consultation and Treatment

This service provides medical consultations for patients with non-emergency health concerns. Licensed physicians assess, diagnose, and recommend treatment plans. Services include general check-ups, specialist referrals, ancillary services, prescription issuance, and health counselling.

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| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Philippine National Police General Hospital (PNPGH) and Security Section, Inspectorate and Investigation Division (IID), PNPHS |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br><br>G2C – Government to Citizen |
| **Who may avail:** | All ambulatory individuals, giving priority but not limited to PNP personnel and their dependents, and authorized civilians, who are seeking medical/surgical consultation. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| **PNP Personnel:** | |
| a. Valid PNP ID (1 original) | Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) |
| b. Hospital Registration Number (1 original) | Hospital Information Management Section (HIMS), PNPGH |
| c. Sick Call Slip (1 original) | Chief of Office/<br><br>Chief, Admin of Unit |
| **Dependents:** | |
| a. Valid PNP Dependent's ID (1 original) | RMD, DPRM |
| b. Birth Certificate (If PNP personnel is single) (1 photocopy) | Philippine Statistics Authority (PSA) |
| c. Marriage Contract/CENOMAR (If PNP | PSA |

| | |
|---|---|
| personnel is married) (1 photocopy) | |
| d. Hospital Registration Number (1 original) | HIMS, PNPGH |
| **PNP Retiree:** | |
| a. Valid PNP Retiree's ID (1 original) | PNP Retirement and Benefits Administration Service (PRBS) |
| b. Hospital Registration Number (1 original) | HIMS, PNPGH |

| | | | | |
|---|---|---|---|---|
| **Authorized Civilian:** | | | | |
| a. Approved Patient Letter Request Form (1 original) | | Office of the Chief, PNPGH | | |
| b. Hospital Registration Number (1 original) | | HIMS, PNPGH | | |
| **Person Under Police Custody (PUPC):** | | | | |
| a. Unit Endorsement (1 original) | | Requesting Unit | | |
| b. Hospital Registration Number (1 original) | | HIMS, PNPGH | | |
| c. Appointment Schedule | | Respective Clinic, OPD, PNPGH | | |
| d. Accompanied by Security Personnel | | Requesting Unit | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to the duty security personnel desk and log in the logbook.<br><br>*If with firearm/s, patient and/or companion will be required to deposit firearm/s at HS | 1.1 Check patient's identification, ask to log in the logbook, and issue visitor's pass.<br><br>1.2 Advise the | None | 1 minute | Duty HS Security personnel detailed at OPD, PNPGH |

| | | | | |
|---|---|---|---|---|
| Security Guard House. | patient and companion to wear face mask, and inspect them for firearm/s.<br><br>*If with firearm/s, ask patient and/or companion to deposit the firearm/s at HS Security Guard House. | None | 2 minutes | |
| 2. Proceed to Patient Queuing Machine | 2. Assist patient to obtain a system generated number. | None | 1 minute | Duty Allied personnel, OPD, PNPGH |
| 3. Proceed to HIMS, OPD. | 3.1 Determine whether the patient is Old or New.<br><br>**Old Patient:**<br><br>3.2 Ask for Hospital Registration Number; and<br><br>3.3 Retrieve OPD Health Record from file.<br><br>**New Patient:**<br><br>3.2 Classify patient (PNP Personnel, Dependent, Retiree, Authorized | None<br><br>None<br><br>None<br><br>None | 10 seconds<br><br>30 seconds<br><br>10 minutes<br><br>15 seconds | Duty HIMS personnel, OPD, PNPGH |

| | | | | |
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| | Civilian and PUPC);<br><br>3.3 Verify submitted documentary requirements;<br><br>3.4 Issue hospital chart and data privacy and consent forms and provide clear instructions;<br><br>3.5 Verify proper completion of filling out of required forms; and<br><br>3.6 Issue Hospital Registration Number. | None<br><br>None<br><br>None<br><br>None | 3 minutes<br><br>3 minutes<br><br>1 minute<br><br>1 minute | |
| *4. Proceed to Triage Area.* | **PNP Personnel:**<br><br>4.1 Check vital signs and record to chart;<br><br>4.2 Evaluate the chief complaint; | None<br><br>None | 2 minutes<br><br>3 minutes | Duty OPD Triage Nurse, PNPGH<br><br>Duty OPD Triage Nurse, PNPGH<br><br>Duty OPD Triage Nurse, |

| | | | | |
|---|---|---|---|---|
| | | | | PNPGH |
| | 4.3 Forward patient's chart to specialist clinic or concerned department. | None | 10 seconds | Duty OPD Triage Nurse, PNPGH |
| | **Authorized Civilian:** | None | 2 minutes | Duty OPD Triage Nurse, PNPGH |
| | 4.1 Check vital signs and record to chart; | None | 3 minutes | Duty OPD Triage Nurse, PNPGH |
| | 4.2 Evaluate the chief complaint; | None | 10 seconds | Duty personnel, PhilHealth Konsulta, PNPGH |
| | 4.3 Forward patient's chart to Konsulta Section; | None | 3 minutes | Duty personnel, PhilHealth Konsulta, PNPGH |
| | 4.4 Verify eligibility for PhilHealth | | | Duty personnel, PhilHealth Konsulta, |

| | | | | |
|---|---|---|---|---|
| | benefits; | | | PNPGH |
| | 4.5 Enroll to PhilHealth Konsulta package; | None | 1 minute | Duty OPD Triage Nurse, PNPGH |
| | 4.6 Discuss the services available under the PhilHealth Konsulta Package; | None | 3 minutes | Duty OPD Triage Nurse, PNPGH |
| | 4.7 Forward patient's chart to specialist clinic or concerned department. | None | 10 seconds | Duty OPD Triage Nurse, PNPGH<br>Duty OPD Triage Nurse/<br>Wardman, PNPGH |
| | **With life threatening medical condition that needs urgent medical attention:** | None | 2 minutes | |

| | | | | |
|---|---|---|---|---|
| | 4.1 Check vital signs and record to chart;<br><br>4.2 Evaluate the chief complaint;<br><br>4.3 Endorse patient to Emergency Room via wheelchair. | None<br><br>None | 3 minutes<br><br>5 minutes | |
| 5. Proceed to the Clinic/ Department assigned by Triage Nurse. | 5. Refer chart to duty Medical Specialist for consultation and treatment. | None | 10 seconds | Clinic Duty Nurse/ Nursing Attendant, OPD, PNPGH |
| 6. Proceed with consultation to the assigned Medical Specialist and diagnostic procedures. | 6.1 Conduct consultation and treatment.<br><br>**If patient is with referral to other Medical Specialist:**<br><br>6.2 Forward | None | 7 minutes | Duty Medical Specialist of Concerned Clinic/ Department, OPD, PNPGH<br><br>Clinic Duty Nurse/ Nursing Attendant, OPD, |

| | | | | |
|---|---|---|---|---|
| | patient's chart to referred Clinic. | None | 10 seconds | PNPGH<br><br>Duty Medical Specialist of Concerned Clinic/ Department, OPD, PNPGH |
| | 6.3 Conduct evaluation and management to the patient's referred concern. | None | 7 minutes | |
| | **If patient is referred for diagnostic procedure:** | | | Duty Medical Technologist, Department of Pathology, PNPGH |
| | **Department of Pathology**<br>6.4 Check referral; | None | 1 minute | Duty Medical Technologist, Department of Pathology, PNPGH<br><br>Duty Medical Technologist, Department of Pathology, PNPGH |
| | 6.5 Conduct blood | | | Duty Medical |

| | | | | |
|---|---|---|---|---|
| | extraction for non-fasting blood tests; | None | 5 minutes | Technologist, Department of Pathology, PNPGH |
| | 6.6 Process the specimen; | None | 1 hour and 50 minutes | Duty Medical Technologist, Department of Pathology, PNPGH |
| | 6.7 Encode and release the results; | None | 3 minutes | Duty Technician, Department of Radiology, PNPGH |
| | 6.8 Schedule the blood test with required fasting and explain fasting procedure. | None | 2 minutes | Duty Technician, Department of Radiology, PNPGH |
| | **Department of Radiology**<br>6.9 Check referral and patient's ID and record in the patient's logbook; | None | 3 minutes | Duty Nurse/ ECG Technician, Heart Station, PNPGH |
| | 6.10 Perform | | | |

| | | | | |
|---|---|---|---|---|
| | requested x-ray procedure; | | | Duty Nurse/ ECG Technician, Heart Station, PNPGH |
| | 6.11 Schedule the conduct of Ultrasound procedure and explain the needed preparation. | None | 5 minutes | Duty Nurse/ ECG Technician, Heart Station, PNPGH |
| | **Heart Station**<br>6.12 Check referral and provide ECG form; | None | 2 minutes | |
| | 6.13 Conduct ECG; and | None | 1 minute | |
| | 6.14 Schedule the conduct of two-dimensional echocardiogram (2D Echo) or Treadmill | | | |

| | | | | |
|---|---|---|---|---|
| | Stress Test and explain the needed preparation. | None<br><br>None | 3 minutes<br><br>2 minutes | |
| 6. Proceed to the Pharmacy Section and present the prescription. | 7.1 Check prescription and the availability of medicines;<br><br>7.2 Prepare prescribed medications;<br><br>7.3 Dispense medicines and explain the prescription to patient. | None<br><br>None<br><br>None | 2 minutes<br><br>5 minutes<br><br>5 minutes | Duty Pharmacist, Pharmacy Section, PNPGH |
| 7. Accomplish the Client Satisfaction Measurement (CSM) Survey. | **8.** Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Allied personnel, PNPGH |
| ***Total*** | | ***None*** | ***3 hours, 24 minutes, and 45 seconds*** | |

## 9. Emergency Room (ER) Medical Consultation and Treatment

The Philippine National Police (PNP) Health Service, concurrent with its mission and functions, shall provide immediate, comprehensive care for patients experiencing acute medical conditions or emergencies. The program focuses on rapid assessment, accurate diagnosis, and timely treatment to stabilize patients and address urgent health needs.

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|---|---|
| **Office/Division:** | Philippine National Police Health Service (PNP HS)/ Philippine National Police General Hospital (PNPGH) and *Security Section, Inspectorate and Investigation Division (IID), PNPHS* |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br><br>G2C – Government to Citizen |
| **Who may Avail:** | All PNP personnel, their dependents, and authorized civilians. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| **PNP Personnel:** | |
| a. Valid PNP ID (1 original) | Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) |
| **PNP Dependent:** | |
| a. Valid PNP Dependents ID (1 original); or | RMD, DPRM |
| b. Any valid Government ID (1 original). | Issuing Government Agency/Government Unit of place of patient's residence |
| **Authorized Civilian:** | |
| a. Valid PNP Retirees ID (1 original);<br><br>or | PNP Retirement and Benefits Administration Service (PRBS) |
| b. Any valid Government ID<br><br>(1 original). | Issuing Government Agency/Government Unit of place of patient's residence |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Proceed to the duty security personnel desk and log in the logbook.<br><br>**If with firearm/s, patient and/or companion will be required to deposit firearm/s to duty security personnel.* | 1.1 Check patient's identification and ask to log in the logbook.<br><br>1.2 Advise the patient and companion to wear face mask, and inspect them for firearm/s.<br><br>**If with firearm/s, ask patient and/or companion to deposit the firearm/s.* | None<br><br>None | 1 minute<br><br>2 minutes | Duty HS Security personnel detailed at ER<br><br>Duty HS Security personnel detailed at ER |
| 2. Enter ER and proceed to the triage area. | 2.1 Interview the patient and fill out the ER consultation sheet.<br><br>2.2 Conduct rapid medical history check and assessment and categorize whether the patient needs critical, acute or primary care. | None<br><br>None | 1 minute<br><br>5 minutes | Duty Triage Nurse, ER, PNPGH<br><br>Duty Triage Nurse, ER, PNPGH |

| | | | | |
|---|---|---|---|---|
| | **If patient is in critical condition:**<br>2.3 Assist the patient to the critical area and refer the patient to the Emergency Room Officer on Duty (EROD) for urgent care and immediate treatment. | None | 1 minute | Duty Triage Nurse, ER, PNPGH |
| | **If patient is in acute condition or for primary care:**<br>2.3 Conduct medical history taking and physical examination and assist patient to acute or primary care area and refer to the EROD. | None | 5 minutes | Duty Triage Nurse, ER, PNPGH |
| | 2.4 Conduct thorough medical assessment, evaluation | None | 6 hours | EROD, Duty Medical Specialists, and Duty ER Nurses, PNPGH |

| | | | | |
|---|---|---|---|---|
| | and provide management and intervention.<br><br>**Request necessary diagnostic and laboratory procedures and/or refer the patient to medical specialist/s when needed.* | | | |
| 3. Wait for disposition.<br><br>a. For admission:<br><br>Proceed to specific ward as accompanied by Duty Nurse and wardman.<br><br>**If patient does not want to be admitted, sign the THOC/ HAMA/DAMA waiver.* | 3. Assess disposition of patient:<br><br>a. For admission: Transfer patient to specific ward.<br><br>**If patient does not want to be admitted, explain the THOC/HAMA/ DAMA waiver to be signed by the patient.* | None | 5 minutes | EROD, Duty Medical Specialists, Duty ER Nurses, and Wardman PNPGH<br><br>Duty ER Nurse, PNPGH |
| b. For referral to other hospital:<br><br>Proceed to concerned hospital as assisted by EMS-Transportation personnel. | b. For referral to other hospital:<br><br>Prepare referral slip, coordinate transfer with concerned hospital, and endorse to EMS-Transportation personnel. | None | 5 minutes | Duty ER Nurse, PNPGH<br><br>**To include Budget and Finance Section personnel for paying patients.* |

| | | | | |
|---|---|---|---|---|
| c. For discharge:<br><br>Wait for the discharge instructions and follow-up care and return home. | c. For discharge:<br><br>Provide discharge instructions and follow-up care.<br><br>**For paying patients, ask companion to proceed to BFS, PNPGH for billing and discharge clearance.* | None<br><br>*Fees may be collected to paying patients. | 5 minutes | |
| **Total** | **For Patients in Critical Condition:** | **None**<br><br>***Fees may be collected to paying patients.** | **6 hours and 15 minutes** | |
| | **For Patients in Acute Condition or for Primary Care:** | | **6 hours and 19 minutes** | |

## 10. Dental Consultation and Treatment

The Philippine National Police (PNP) Health Service, concurrent with its mission and functions, will provide dental health care to all uniformed and non-uniformed personnel as well as to their dependents and authorized civilians. These dental services include dental examination, oral prophylaxis, tooth restoration, oral surgery, endodontic, prosthodontic, pedodontic, and orthodontic treatment.

| | |
|---|---|
| **Office/Division:** | PNP Health Service/PNP Dental and Oral Surgery Center |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br><br>G2C – Government to Citizen |
| **Who may Avail:** | All PNP personnel, their dependents, and authorized civilians. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| **PNP Personnel:** | |
| a. Valid PNP ID (1 original) | Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) |

| | | | | |
|---|---|---|---|---|
| **PNP Dependent:** | | | | |
| a. Valid PNP Dependents ID (1 original); or | | RMD, DPRM | | |
| b. Any valid Government ID (1 original). | | Issuing Government Agency/ Government Unit of place of client's residence | | |
| **Authorized Civilian:** | | | | |
| a. Valid PNP Retirees ID (1 original); or | | PNP Retirement and Benefits Administration Service (PRBS) | | |
| b. Any valid Government ID (1 original). | | Issuing Government Agency/ Government Unit of place of client's residence | | |
| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Proceed to the Duty PNCO desk and present required ID for registration.<br>**New Client will fill-out Dental Health Record Form (DS Form 2B).* | 1.1 Check client's identification and dental health records.<br><br>**Old Client:**<br>1.2 Retrieve the previous Dental Health Record.<br><br>**New Client:**<br>1.2 Provide Dental Health Record Form (DS Form 2B) and give instructions on how to fill-out. | None<br><br>None<br><br>None | 2 minutes<br><br>2 minutes<br><br>2 minutes | Duty PNCO, PNPDOSC<br><br>Duty PNCO, PNPDOSC<br><br>Duty PNCO, PNPDOSC |
| 2. Proceed to the waiting | 2. Endorse the client's Dental Health Record | None | 1 minute | Duty PNCO, PNPDOSC |

| | | | | |
|---|---|---|---|---|
| area. | to Dental Examination Section. | | | |
| 3. Proceed to the Dental Examination Section. | 3. Conduct oral examination, charting and dental x-ray if necessary. | None | 5 minutes | Duty personnel, Dental Examination Section, PNPDOSC |
| 4. Proceed to the concerned Section for treatment. | 4.1 Forward the client's dental health record to concerned section.<br><br>**Restorative Section; Surgery Section; Endodontics Section; Pedodontics Section; Prosthodontics Section; Orthodontics Section; or General Dentistry Section.*<br><br>4.2 Provide dental treatment to client.<br><br>a. Simple procedures<br><br>b. Special cases/ Surgical procedures<br><br>c. Follow-up check-up | None<br><br>None<br><br>None<br><br>None | 1 minute<br><br>30 minutes<br><br>1 hour and 30 minutes<br><br>10 minutes<br><br>5 minutes | Duty personnel, Dental Examination Section, PNPDOSC<br><br>Duty Dentist of Concerned Section, PNPDOSC<br><br>*Restorative Section; Surgery Section; Endodontics Section; Pedodontics Section; Prosthodontics Section; Orthodontics Section; or General Dentistry Section.<br><br>Duty Dentist of Concerned Section, PNPDOSC<br><br>*Restorative Section; Surgery Section; Endodontics Section; Pedodontics Section; Prosthodontics Section; Orthodontics Section; or General Dentistry Section.* |

| | | | | |
|---|---|---|---|---|
| | 4.3 Dispense medicines as needed, provide health teachings, and advise on schedule of follow-up check-up if necessary. | | | |
| 5. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 5. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Personnel of concerned section where client availed treatment |
| **Total** | **For Simple Procedures:** | **None** | **50 minutes** | |
| | **For Special Cases/Surgical Procedures:** | **None** | **1 hour and 50 minutes** | |
| | **For Follow-up Check-up:** | **None** | **30 minutes** | |

## 11. Psychiatric and Psychological Examination (PPE)

PPE ensures mental fitness for PNP recruitment (Patrolman/Woman/Lateral Entry/PNPA Cadet/NUP), promotion, schooling/training/RTU re-training, study leave, UN deployment, vetting, and FORM Police, and restoration of salary/reinstatement. Under Bantay Kaisipan program, PPE aids in identifying mental health concerns and improving access to care. PPE is also required for License to Own and Possess Firearm (LTOPF) applicants under Republic Act No. 10591 to ensure responsible firearm ownership.

| | |
|---|---|
| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Department of Psychiatry (DOP), Philippine National Police General Hospital (PNPGH); PNP HS Message Center; and Seventeen (17) Regional Medical and Dental Units (RMDUs) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br>G2C – Government to Citizen |

| | |
|---|---|
| **Who may avail:** | a. Individuals applying for a uniformed position in the PNP such as Patrolman/Patrolwoman and Lateral Entrants including Philippine National Police Academy (PNPA) cadets and authorized civilians applying for a plantilla position or promotion in the PNP and/or other government agencies; or<br>b. PNP personnel applying for promotion, schooling, and other in-service requirements in the PNP; or<br>c. PNP personnel for Bantay Kaisipan; or<br>d. Active/reinstated PNP personnel, Retired PNP Personnel (RPP), and PNP Legal Beneficiaries; or<br>e. Any Filipino citizen who is qualified to own and possess firearm/s in accordance with the 2018 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 10591. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| **1. For Requested PPE by PNP Units and Other Government Agencies:** | |
| a. Unit Endorsement/Request or Letter of Referral (1 original) | Requesting PNP Unit/ Government Agency |
| b. Valid PNP ID for PNP personnel (1 original) | Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM) |
| c. Valid Government-issued ID for civilian (1 original) | Issuing Government Agency |
| d. Black Ballpen (1 piece) | Applicant |
| e. Red Ballpen (1 piece) | Applicant |
| f. Pencil (1 piece) | Applicant |
| g. Recent 2x2 ID picture in white background with nametag (1 original) | Applicant |
| h. Official Receipt (1 original)<br>**Additional requirement for civilians applying for plantilla position in other government agencies* | PNP Finance Service |
| i. Reinstatement Order/Restoration Order (1 photocopy)<br>**For reinstated PNP personnel* only | DPRM |
| j. Resolution/Decision of Administrative and/or Criminal Case (1 original)<br>**For reinstated PNP personnel* only | Issuing Court/Disciplinary Authority |
| k. Latest Medical Certificate and Narrative Summary or Clinical Abstract (1 photocopy)<br>*For PNP legal beneficiaries for transfer of pension | Attending Physician |

| | |
|---|---|
| **2. For LTOPF:** | |
| a. Valid online account in the FEO system | Created through https://feo.pnp-csg.org |
| b. PPE Official Receipt (1 original) | PNP Finance Service |
| c. Valid Government-issued ID (1 original) | Issuing Government Agency |
| d. Black Ballpen (1 piece) | Applicant |
| e. Red Ballpen (1 piece) | Applicant |
| f. Pencil (1 piece) | Applicant |
| g. Recent 2x2 ID picture in white background with nametag (1 original) | Applicant |
| h. Additional requirements for Juridical Applications: | |
| 1) Letter Request to be used for juridical purpose addressed to the D, HS thru C, DOP, PNPGH (1 original) | Requesting Party |
| 2) License to Operate of the Security Agency (1 photocopy) | Supervisory Office for Security and Investigation Agencies (SOSIA), Civil Security Group (CSG) |
| 3) LTOPF ID or National Police Clearance of the applicant (1 photocopy) | Firearms and Explosives Office (FEO), CSG/Directorate for Investigation and Detection Management (DIDM) |
| 4) PPE Official Receipt (1 photocopy) | PNP Finance Service |
| 5) Certificate of LTOPF - Juridical for Authorized Representative/Bonded Firearms Custodian or Board Resolution (1 photocopy) | FEO, CSG |
| 6) Authorization Letter for claimants other than the owner, etc. (1 original) | Requesting Party |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| For Requested PPE by PNP Units and Other Government Agencies: | For Requested PPE by PNP Units and Other Government Agencies:<br>1.1 Receive and | None | 1 minute | Duty Personnel, PNP HS |

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| 1. Proceed to PNP Health Service Message Center to submit request for the conduct of PPE.<br>**Liaison of requesting unit will accomplish this step.* | endorse the memorandum to DOP or RMDUs.<br>**Instruct client to wait for the schedule of PPE.* | None | 5 minutes | Message Center<br><br>Duty Personnel, DOP, PNPGH/ NP Section, RMDUs |
| | 1.2 Receive the request and check for the availability of venue and schedule. | None | 5 minutes | Duty Personnel, DOP, PNPGH/NP Section, RMDUs |
| | 1.3 Call requesting unit and inform the schedule and venue. | None | 3 minutes | Duty Personnel, OSS Camp Crame/ MOA Satellite Office/NP Section, RMDUs |
| For LTOPF:<br>1. Proceed to the front desk at DOP, One Stop Shop (OSS) Camp Crame/ Mall of Asia (MOA) Satellite Office/ nearest NP Section of RMDUs and present the requirements. | For LTOPF:<br>1.1 Verify valid FEO account of applicant.<br>**If without FEO account, applicant will be required to create account first.* | None | 2 minutes | Duty Personnel, OSS Camp Crame/MOA Satellite Office/NP Section, RMDUs |
| | 1.2 Receive and review the requirements presented. | None | 1 minute | Duty Personnel, OSS Camp Crame/MOA Satellite Office/NP Section, RMDUs |
| | 1.3 Ask client to register on the attendance sheet. | None | 3 minutes | |
| | 1.4 Take picture of applicant through webcam and input personal information in the database. | | | |

| | | | | |
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| | **Instruct client to proceed to the examination area.* | | | |
| For Requested PPE by PNP Units and Other Government Agencies:<br>2. Proceed to the PPE venue during the scheduled date and time to take the PPE.<br>**Make sure to bring black ballpen, red ballpen, pencil, one 2x2 picture in white background with name tag and any valid government-issued ID.*<br><br>For LTOPF:<br>2. Proceed to the examination area. | For Requested PPE by PNP Units and Other Government Agencies:<br>2.1 Verify client's identification.<br><br>2.2 Ask client to register on the attendance sheet/google form.<br><br>2.3 Distribute PPE materials.<br>**For civilians applying for Plantilla positions in other government agencies, ask for the PPE OR and attach in the PPE booklet.*<br><br>2.4 Administer the exam.<br><br>For LTOPF:<br>2.1 Ask for the PPE OR and attach in the PPE booklet.<br><br>2.2 Administer the exam. | None<br><br>None<br><br>None<br>**PhP900.00 paid at Finance Service for civilians ONLY*<br><br>None<br><br>PhP 900.00<br>*Paid at Finance Service<br><br>None | 1 minute<br><br>3 minutes<br><br>5 minutes<br><br>5 hours<br>*Varies on the ability of the test taker<br><br>2 minutes<br><br>5 hours<br>*Varies on the ability of the test taker | Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs |

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|---|---|---|---|---|
| 3. Submit the PPE booklet to the facilitator and wait to be called for the interview. | 3.1 Scores, profiles, and interprets the psychological tests.<br><br>3.2 Endorse the PPE booklet to the assigned interviewer. | None<br><br>None | 1 hour<br><br>5 minutes | Psychometrician<br>DOP, PNPGH/NP Section, RMDUs<br><br>Psychometrician<br>DOP, PNPGH/NP Section, RMDUs |
| 4. Proceed to the interview room. | 4. Conduct the interview and prepare initial assessment/written report.<br>**Provide counselling and/or referral to Psychiatrist for Bantay Kaisipan clients as necessary.* | None | 1 hour | Psychometrician/ Psychologist/ NP Screener, DOP, PNPGH/NP Section, RMDUs |
| 5. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 5. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty Personnel, DOP, PNPGH/NP Section, RMDUs |
| 6. Return to respective office/home and wait for the result. | 6.1 Review the initial assessment and provide the final recommendation whether an examinee is recommended or not, for the specific purpose of PPE.<br><br>6.2 Encode the final result/ recommendation/ transmittal.<br><br>6.3 Sign final result/ recommendatio | None<br><br>None | 30 minutes<br><br>5 minutes<br><br>1 day | Psychiatrist/ Psychologist/ NP Screener, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>D,HS and Psychiatrist/ Psychologist/ NP Screener, DOP, PNPGH/NP Section, RMDUs |

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| | n/ transmittal.<br><br>For Requested PPE by PNP Units and Other Government Agencies:<br>6.4 Forward the final result/ recommendation/ transmittal to requesting unit/agency.<br><br>For LTOPF:<br>6.4 Upload/tag individual PPE result in the client's online account in the FEO system. | None<br><br>None | 5 minutes<br><br>5 minutes<br>*Varies on the accessibility of the FEO Online System* | Duty Personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty Personnel, DOP, PNPGH/NP Section, RMDUs |
| **Total** | **For Requested PPE by PNP Units and Other Government Agencies:** | **None** | **1 day, 8 hours, and 10 minutes** | |
| | **For LTOPF:** | **PhP 900.00**<br>*Paid at Finance Service | **1 day, 7 hours, and 55 minutes** | |

## 12. Mental Health Services

Mental Health Services in the PNP, including lectures, stress debriefing, psychotherapy, counseling, and psychiatric consultation aim to enhance emotional resilience, psychological well-being, and overall mental fitness among personnel. Lectures on topics like stress and anger management, suicide prevention, and psychological first aid equip officers with coping strategies and crisis intervention skills. Stress debriefing supports personnel exposed to traumatic events by helping them regain emotional stability and maintain productivity. Psychotherapy addresses emotional difficulties by promoting healing and well-being, while counseling helps individuals develop problem-solving skills, improve communication, strengthen self-esteem, and achieve optimal mental health.

| | |
|---|---|
| **Office or Division:** | Philippine National Police Health Service (PNP HS)/ Department of Psychiatry (DOP), Philippine National Police General Hospital (PNPGH); PNP HS Message Center; and |

| | |
|---|---|
| | Seventeen (17) Regional Medical and Dental Units (RMDUs) |
| **Classification:** | Highly Technical |
| **Type of Transaction:** | G2G – Government to Government<br>G2C – Government to Citizen |
| **Who may avail:** | All PNP personnel, dependents and authorized civilians. |

| **Checklist of Requirements:** | **Where to Secure:** |
|---|---|
| 1. Unit Endorsement/Request or Letter of Referral (1 original) | Requesting PNP Unit/ Government Agency |
| 2. Black Ballpen (1 piece) | Applicant |
| 3. Additional Requirement for Psychiatric Consultation: | |
| a. Valid PNP ID for PNP personnel; Valid PNP Dependent's ID or any Valid Government-issued ID for dependents; and Valid PNP Retirees ID or any Valid Government-issued ID for authorized civilian (1 original) | Records Management Division (RMD), Directorate for Personnel and Records Management (DPRM)/PNP Retirement and Benefits Administration Service (PRBS)/Issuing Government Agency |
| b. Medical Record/Chart (1 original) | *Hospital Information Management Section (HIMS), PNPGH* |

| **CLIENT STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
|---|---|---|---|---|
| For Requested Mental Health Services by PNP Units and Other Government Agencies:<br>1. Proceed to PNP Health Service Message Center to submit request for the conduct of mental health services.<br>**Liaison of requesting unit will accomplish this step.* | For Requested Mental Health Services by PNP Units and Other Government Agencies:<br>1.1 Receive and endorse the memorandum to DOP or RMDUs.<br>**Instruct client to wait for the schedule of PPE.*<br>1.2 Receive request and check for the availability of venue and schedule.<br>1.3 Call | None<br>None<br>None | 1 minute<br>5 minutes<br>5 minutes | Duty personnel, PNP HS Message Center<br>Duty personnel, DOP, PNPGH/NP Section, RMDUs<br>Duty personnel, DOP, PNPGH/NP Section, RMDUs Personnel |

| | | | | |
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| For Walk-in Clinical Consultation (PNPGH):<br>1. Proceed to OPD, PNPGH<br>**For DOP consultation, patient will be required to undergo initial screening at OPD, PNPGH.* | requesting unit and inform the schedule and venue.<br><br>For Walk-in Clinical Consultation (PNPGH):<br>1.1 Conduct initial screening.<br><br>1.2 Provide the medical record/chart of patient.<br><br>1.3 Accompany patient to DOP and endorse medical record/chart of patient. | None<br><br>None<br><br>None | 30 minutes<br><br>10 minutes<br><br>5 minutes | Duty personnel, OPD, PNPGH<br><br>Duty personnel, HIMS, PNPGH<br><br>Duty personnel, OPD, PNPGH |
| For Requested Mental Health Services by PNP Units and Other Government Agencies:<br>2. Proceed to the activity venue during the scheduled date and time.<br>**For tele-counselling, the client is not required to physically attend but receives call from DOP personnel.* | For Requested Mental Health Services by PNP Units and Other Government Agencies:<br>2.1 Verify client's identification.<br><br>2.2 Ask client to register on the attendance sheet/google form.<br><br>2.3 Conduct requested | None<br><br>None | 1 minute<br><br>3 minutes | Duty personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty personnel, DOP, PNPGH/NP Section, RMDUs<br><br>Duty personnel, DOP, |

| | | | | |
|---|---|---|---|---|
| | mental health service.<br>a. Mental Health Lecture | None | 4 hours | PNPGH/NP Section, RMDUs<br><br>Psychiatrist/ Psychologist, DOP, |
| | | None | 2 hours | PNPGH/NP Section, RMDUs |
| | b. Psychotherapy/ Stress Debriefing | None | 1 hour | Duty personnel, DOP, PNPGH/NP Section, RMDUs |
| For Walk-in Clinical Consultation (PNPGH):<br>2. Proceed to DOP, PNPGH | c. Counselling/ Tele-counselling<br>**If further management/ treatment is necessary, client is referred to the Psychiatrist.* | None | 5 minutes | Duty personnel, DOP, PNPGH<br><br>Psychiatrist, DOP, PNPGH |
| | For Walk-in Clinical Consultation (PNPGH):<br>2.1 Receive medical record/chart from OPD personnel and endorse to psychiatrist.<br><br>2.2 Conduct psychiatric consultation and intervention.<br>**Schedule for follow-up consultation/ session as necessary.*<br>**Prescribe medications as necessary and ask client to proceed to the pharmacy for provision of* | None | 1 hour | |

| | | | | |
|---|---|---|---|---|
| | *medicines.* | | | |
| 3. Accomplish the Client Satisfaction Measurement (CSM) Survey. | 3. Encourage the client to scan the CSM QR Code and answer the survey. | None | 2 minutes | Duty personnel, DOP, PNPGH/NP Section, RMDUs |
| **Total** | **For Requested Mental health Services by PNP Units and Other Government Agencies:** | **None** | | |
| | **a. Mental Health Lecture** | | **4 hours and 17 minutes** | |
| | **b. Psychotherary/ Stress Debriefing** | | **2 hours and 17 minutes** | |
| | **c. Counselling/ Tele-counselling** | | **1 hour and 17 minutes** | |
| | **For Walk-in Clinical Consultation (PNPGH):** | | **1 hour and 52 minutes** | |

| **FEEDBACK AND COMPLAINTS MECHANISM** | |
|---|---|
| How to send a feedback? | Clients are requested to complete the CSM survey after receiving healthcare services, using a Google Form accessible through QR codes displayed in the reception areas of the healthcare facilities. Clients can fill out the survey using their personal mobile phones or the designated devices provided by the office visited. In locations without internet access, the onsite version (printed survey form) can be used, provided that the office concerned encodes the client's response to the CSM QR Code for its inclusion. |
| How feedback is processed? | To ensure privacy and confidentiality, all client responses are stored and sorted in a centralized hub at the Plans, Operations and Police Community Relations Division (POPCRD), HS Headquarters. HS Offices with negative feedback or unsatisfied clients are required to submit their actions taken or explanation. |
| How to file a | Complaints may be filed with the duty personnel maintaining |

<table>
<tr><td>complaint?</td><td colspan="2">the Public Assistance/Complaint Desk in HS Offices where services were availed. Likewise, clients may leave their complaints in the CSM survey. Clients may also file their complaints to Anti-Red Tape Authority (ARTA), Presidential Action Center (PACe), Contact Center ng Bayan (CCB), PNP E-Sumbong Aksyon Agad and POPCRD, HS Hotline.<br><br>Complainants shall provide the following information:<br><br>- Name of person being complained;<br>- Incident details; and<br>- Pieces of evidence.</td></tr>
<tr><td>How complaints are processed?</td><td colspan="2">All complaints are reviewed by C, POPCRD and then forwarded to C, PRMD, and C, IID for appropriate action. The complaints are quickly validated and investigated by the personnel of DLOS, PRMD, and IID, who then submit an Investigation Report or provide the results of the actions taken to the Director, HS. Additionally, C, PRMD, and C, IID are responsible for updating the clients on the status of the complaint and the actions taken.<br><br>For inquiries and follow-ups, clients may contact POPCRD Hotline Numbers: 0945-502-0152/0969-635-5795; local 6792/ 6781; email: popcrd.hs@pnp.gov.ph; Facebook account: Popcrd HS; or Facebook Page: Health Service PNP.</td></tr>
<tr><td rowspan="5">Contact Information of ARTA, PACe, CCB, PNP E-Sumbong Aksyon Agad, and POPCRD, HS Hotline</td><td>ARTA:</td><td>complaints@arta.gov.ph<br><br>8478 5093</td></tr>
<tr><td>PACe:</td><td>8888</td></tr>
<tr><td>CCB:</td><td>0908-881-6565 (SMS)</td></tr>
<tr><td>PNP E-Sumbong Aksyon Agad:</td><td>pnp@8888.gov.ph<br><br>0927-113-5170<br><br>0999-571-4069</td></tr>
<tr><td>POPCRD, HS:</td><td>popcrd.hs@pnp.gov.ph<br><br>0945-502-0152<br><br>0969-635-5795</td></tr>
</table>

# LIST OF OFFICES

| OFFICE | ADDRESS | CONTACT INFORMATION |
|---|---|---|
| PNP General Hospital | Camp BGen Rafael T Crame, Quezon City | 0993-950-4239 |
| PNP Dental and Oral Surgery Center | Camp BGen Rafael T Crame, Quezon City | 0915-928-5695 |
| Regional Medical and Dental Unit (RMDU) 1 | Camp BGen Oscar M Florendo, Parian, City of San Fernando, La Union | 0927-125-8911 |
| RMDU 2 | Camp Marcelo A Adduru, Tuguegarao City, Cagayan | 0927-776-3187 |
| RMDU 3 | Camp Capt Julian Olivas, City of San Fernando, Pampanga | 0933-500-7391 |
| RMDU CALABARZON | Camp BGen Vicente P Lim, Brgy Mayapa, Calamba City, Laguna | 0956-643-3173 |
| RMDU MIMAROPA | Camp BGen Efigenio C Navarro, Brgy. Suqui, Calapan City, Oriental Mindoro | 0906-474-5375 |
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| RMDU 10 | Camp 1Lt Vicente G Alagar, Lapasan, Cagayan de Oro City | 0935-289-5288 |

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| RMDU BAR | Camp BGen Salipada K Pendatun, Parang, Maguindanao del Norte | 0915-565-2062 |
| RMDU CAR | Camp Major Bado Dangwa, La Trinidad, Benguet | 0995-784-6724 |
| RMDU NCR | Camp Bagong Diwa, Bicutan, Taguig City | 0961-603-4435 |
| Field Medical and Dental Unit (FMDU) AVSEG | AVSEGROUP Headquarters, Crash Gate 1, West Service Road, Kalayaan Road Extension, Pasay City | 0995-046-7125 |
| FMDU NPTI | Camp BGen Vicente P Lim, Brgy. Mayapa, Calamba City, Laguna | 0969-172-0221 |
| FMDU PNPA | Camp Mariano N Castañeda, Tartaria, Silang, Cavite | 0935-738-6797 |
| FMDU SAF | SAF Headquarters, Fort Sto. Domingo, Sta. Rosa City, Laguna | 0918-225-5098 |

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